Proud of the Past...

Stanly Community College

20

1971 - 1991

...Excited About the Future!

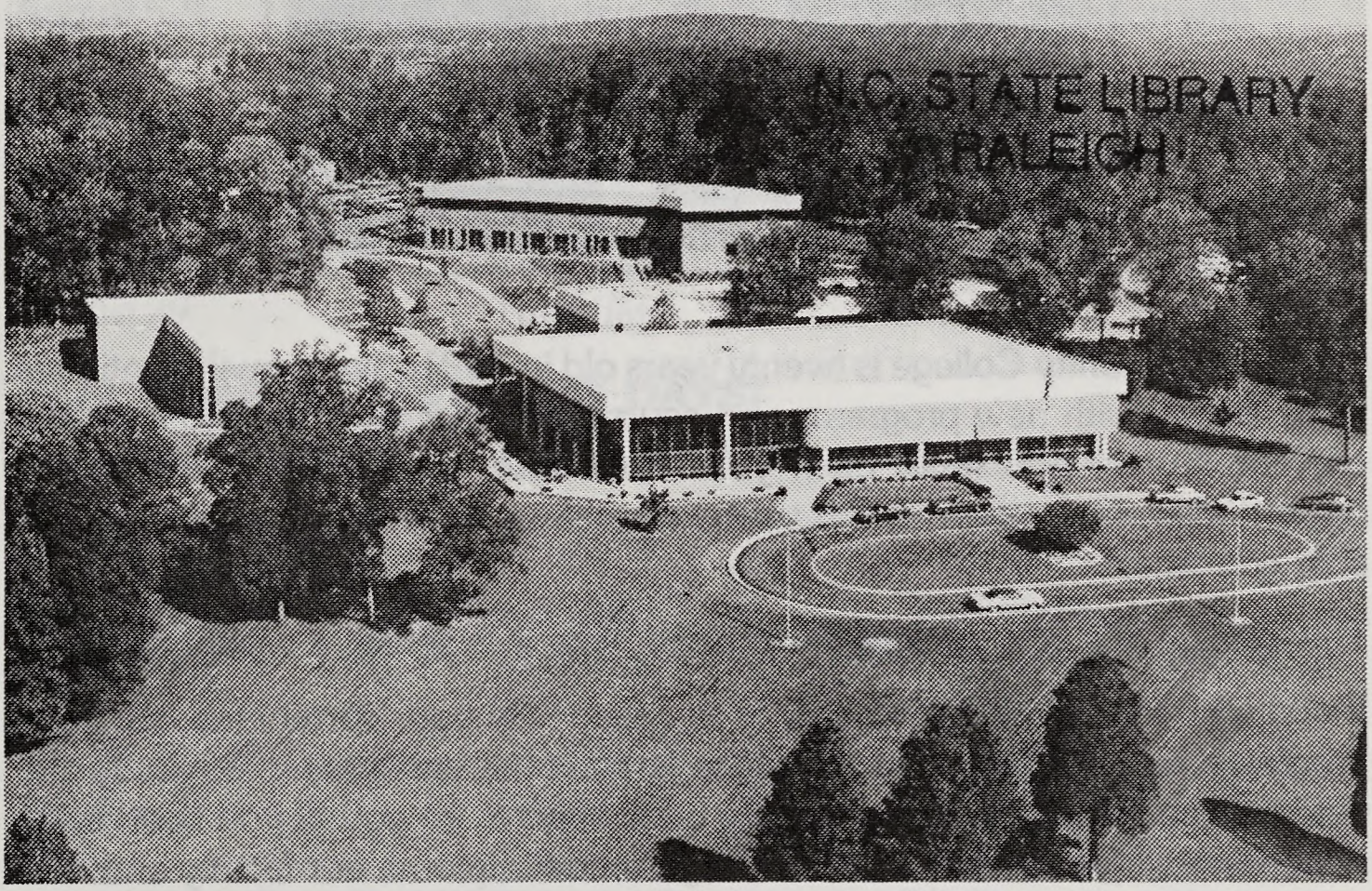
STATISTICAL DATA
1971-1991

Proud of our past — excited about the future!

- Total No. of Curriculum students registered over past 20 years
  Approx. 29,000
- Total No. Continuing Education students registered over past 20 years
  Approx. 97,000
- SCC has enrolled students over the past 20 years representing **85** different North Carolina counties
- Trained approximately **600** Law Enforcement officers in Basic Law Enforcement Training
- Over **3,000** enrollments in Law Enforcement related training
- Over **4,000** Emergency Service Personnel trained
- Over **20,000** firefighters participated in fire related training
- Over **9,000** certified in CPR and First Aid
- Over **1,000** Nurse Assistants trained
- Over **100** classes held for New Industry projects
- Employed **12** Visiting Artists with art forms including Harpsichordist, Classical Guitarist, Harpist, Painter, Dramatist, Folk Musician, Pianist, Soprano Singer
- Visiting Artists have performed for approximately **150,000** people during the past 19 years in public schools, churches, civic groups, and senior citizen groups
- **815** have completed Adult High School
- **819** have received diplomas
- **1,266** have received associate degrees
- **1,765** have obtained high school equivalency by successfully completing the GED

Stanly Community College

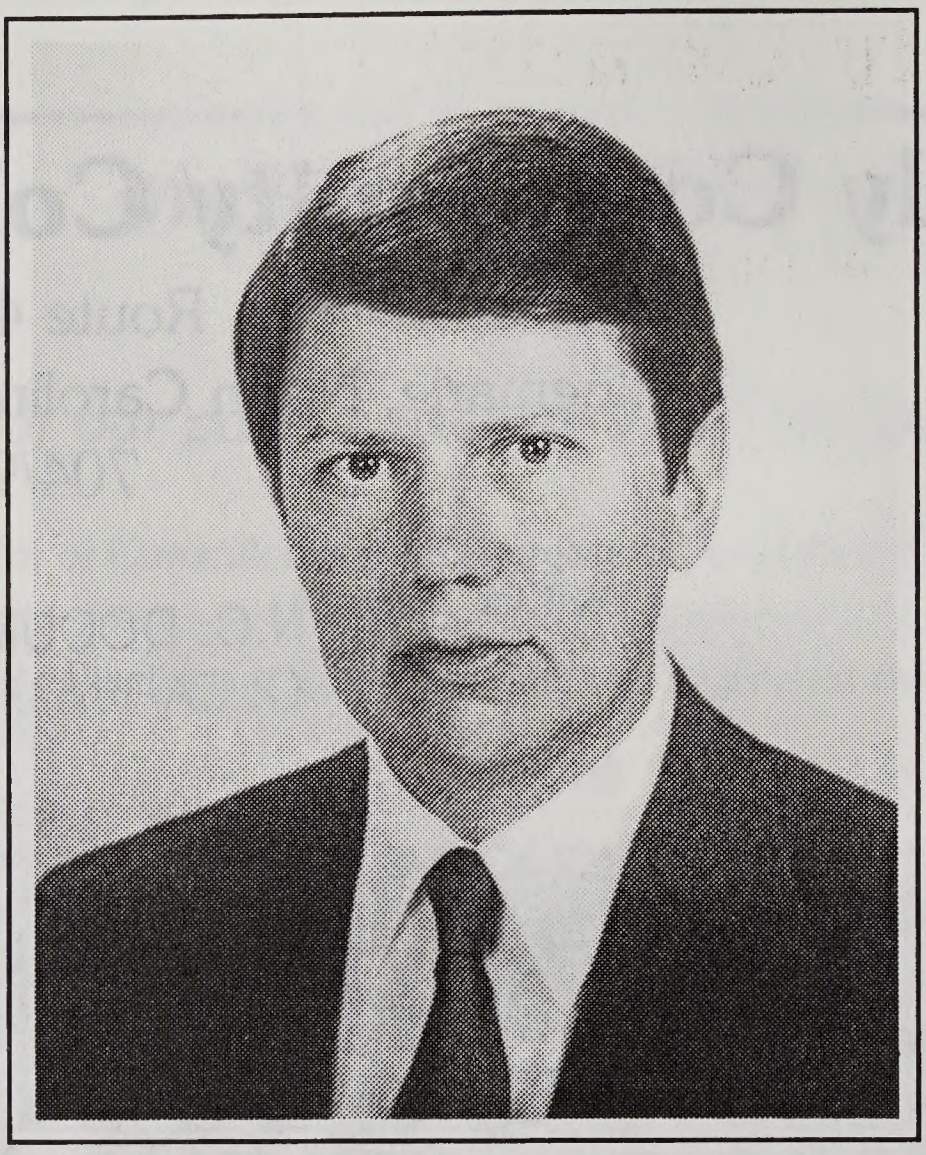
Route 4, Box 55
Albemarle, North Carolina 28001
704/982-0121



GENERAL CATALOG
1991-92

Stanly Community College is fully accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.

Volume 11 **1991**



Stanly Community College is twenty years old in 1991. Our growth continues to be steady with new programs and courses to meet the changing needs of our community and state. Each year there have been greater educational opportunities and certainly, this year we continue to offer you quality affordable education.

This catalog lets you explore our college. It is, in a sense, a wishbook.

If you wish to begin a new career or to advance in your current job, we have programs to offer you. If your desire is personal enrichment, to study the world, its people or environment, we have courses for you. If you need basic skills in reading and math or want a high school diploma our faculty and staff are ready to respond.

At Stanly Community College the student comes first. This means that we listen, we care and we respond to your needs with quality education. This catalog does not allow you to meet the faculty and staff, the people who make this all happen, but we invite you to visit us or call us. Get to know us and let us help you to build your career and your dreams.

Jan J. Crawford
President

Stanly Community College

ACADEMIC CALENDAR 1990-92

SUMMER QUARTER 1990-91 (50 DAYS)

June 17	Monday	Registration — 10 a.m. to 1 p.m. 6 p.m. to 8 p.m.
June 18	Tuesday	First Day of Classes
June 21	Friday	Last Day to Register or Add a Course
July 4-5	Thursday-Friday	Independence Holidays
July 8	Monday	Classes Resume
July 17	Wednesday	Last Day to Drop a Course With a Grade of W
August 5-9	Monday-Friday	Pre-Registration with Advisors
August 14	Wednesday	Pre-Payment for Fall Quarter
		Last Day to Drop a Course
August 28	Wednesday	Last Day of Classes
August 29	Thursday	Graduation

FALL QUARTER 1991-92 (55 DAYS)

September 5	Thursday	Registration — 9:30 a.m. to 1:30 p.m. 6 p.m. to 8 p.m.
September 9	Monday	First Day of Classes
September 12	Thursday	Last Day to Register or Add a Course
September 25	Wednesday	Student Activity Day
October 4	Friday	Last Day to Drop a Course With a Grade of W
November 4-8	Monday-Friday	Pre-Registration with Advisors
November 11	Monday	Last Day to Drop a Course
November 13	Wednesday	Pre-Payment for Winter Quarter
November 25	Monday	Last Day of Classes

WINTER QUARTER 1991-92 (55 DAYS)

December 3	Tuesday	Registration — 10 a.m. to 1 p.m. 6 p.m. to 8 p.m.
December 5	Thursday	First Day of Classes

December 11	Wednesday	Last Day to Register or Add a Course
December 23-January 1	Monday-Wednesday	Winter Break (No Classes)
January 2	Thursday	Classes Resume
January 13	Monday	Last Day to Drop a Course With a Grade of W
January 20	Monday	Martin Luther King, Jr. Day (No Classes)
February 3-7	Monday-Friday	Pre-Registration with Advisors
February 12	Wednesday	Pre-Payment for Spring Quarter
February 18	Tuesday	Last Day to Drop a Course
March 3	Tuesday	Last Day of Classes

SPRING QUARTER 1991-92 (55 DAYS)

March 5	Thursday	Registration — 10 a.m. to 1 p.m. 6 p.m. to 8 p.m.
March 9	Monday	First Day of Classes
March 12	Thursday	Last Day to Register or Add a Course
April 3	Friday	Last Day to Drop a Course With a Grade of W
April 17-20	Friday-Monday	Easter Holiday
May 4-8	Monday-Friday	Pre-Registration with Advisors
May 6	Wednesday	Student Activity Day
May 13	Wednesday	Pre-Payment for Summer Quarter
May 27	Wednesday	Last Day of Classes

SUMMER QUARTER 1991-92 (50 DAYS)

June 15	Monday	Registration — 10 a.m. to 1 p.m. 6 p.m. to 8 p.m.
June 16	Tuesday	First Day of Classes
June 19	Friday	Last Day to Register or Add a Course
July 6	Monday	Independence Holiday
July 14	Tuesday	Last Day to Drop a Course With a Grade of W
August 3-7	Monday-Friday	Pre-Registration with Advisors
August 11	Tuesday	Last Day to Drop a Course

August 12	Wednesday	Pre-Payment for Fall Quarter
August 25	Tuesday	Last Day of Classes
August 27	Thursday	Graduation

UNCC-Stanly Community College
General Education College Program

ACADEMIC CALENDAR 1991-92

FALL SEMESTER 1991

August 19	Monday	Registration
August 21	Wednesday	First Day of Classes
August 27	Tuesday	Last Day to Register or Add a Course
September 2	Monday	Labor Day Holiday (No Classes)
October 10-11	Thursday-Friday	Fall Break (No Classes)
October 25	Friday	Last Day to Drop a Course With a Grade of W
November 15	Friday	Last Day to Drop a Course
November 27-29	Wednesday-Friday	Thanksgiving Holiday (No Classes)
December 6	Friday	Last Day of Classes
December 9-13	Monday-Friday	Final Exam Week

SPRING SEMESTER 1992

January 6	Monday	Registration
January 8	Wednesday	First Day of Classes
January 14	Tuesday	Last Day to Register or Add a Course
January 20	Monday	Martin Luther King, Jr. Day
March 6	Friday	Last Day to Drop a Course With a Grade of W
March 9-13	Monday-Friday	Spring Break (No Classes)
April 3	Friday	Last Day to Drop a Course
April 17-20	Friday-Monday	Easter Holidays (No Classes)
April 24	Friday	Last Day of Classes
April 27-May 1	Monday-Friday	Final Exam Week

*Subject to Change Without Notice

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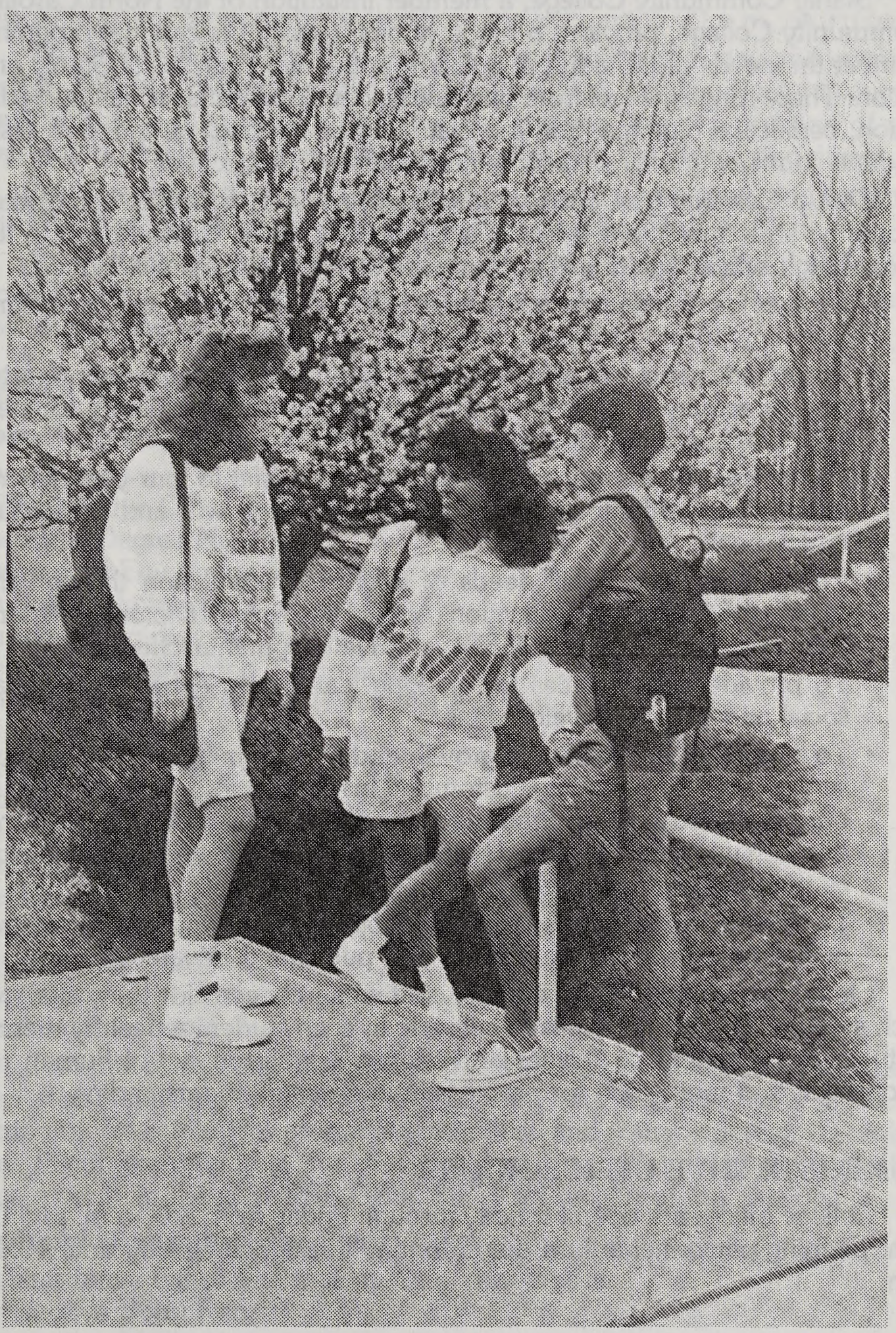


Admissions Policies

INTRODUCTION

STATEMENT OF INSTITUTIONAL PURPOSE

Stanly Community College, a member institution of the North Carolina Community College, provides a range of high quality educational programs to meet the needs of the adult population in the two counties of Stanly and Union. These range in level from basic skills, developmental, continuing education, certificate, diploma, and associate degree offerings designed to assist students in meeting their personal and professional objectives.

Stanly Community College, established in 1971, provides appropriate economic and convenient learning opportunities for all citizens beyond the normal high school age. Flexible programs of the College are designed:

- To provide educational guidance to all who seek our help, by assisting them in choosing suitable courses and in setting realistic goals.
- To provide programs and instruction to give our students the opportunity to acquire the technical and vocational skills necessary for new and continued employment.
- To provide studies that enable students to transfer to four-year general educational institutions and to seek personal growth and intellectual enrichment.
- To meet the basic skill needs of a diverse population through the offering of Adult Basic Education (ABE), High School Diploma, General Education Development (GED), and Developmental Studies.
- To provide opportunities for life-long learning to enhance personal, social and cultural development.
- To accelerate the economic growth and development of the College's service area by providing customized instruction to help individuals in business, industry and public agencies improve their occupational credentials, upgrade job-related skills and enhance their abilities to function as productive employees.
- To better serve our citizens by developing comprehensive cooperative programs with area high schools and public and private colleges.

Stanly Community College has a continuing concern for the welfare of each student. The school seeks to cultivate in each student a healthy mental attitude, development of abilities and talents, establishments of human relationships, and motivation for progress in intellectual understanding.

ADMINISTRATIVE OFFICE HOURS

College offices are open Monday through Friday from 8:00 a.m. to 5:00 p.m. Evening personnel are on duty Monday through Thursday until 10:00 p.m.

ACADEMIC YEAR

The school year is divided into four quarters or two semesters (General Education College Program) for all instructional activities. Calendars for instructional programs are published in this catalog.

CLASS SCHEDULE

Stanly Community College offers classes between the hours of 8:00 a.m. and 10:00 p.m. Monday through Thursday and until 5:00 p.m. on Friday.

The availability of curricula credit courses during both day and evening sessions allows working students the opportunity to select curriculum courses applicable to a degree or a diploma. Any person, after completion of the appropriate admission procedures, may enroll for the day or evening classes.

Non-credit courses which are offered primarily for personal and community improvement are also offered during day and evening sessions.

Prior to the beginning of each quarter (or semester) schedules indicating types, locations and times of classes to be offered are published by the College and also announced in local news media.

AREAS OF STUDY

Associate Degree Programs (Two Years)

Accounting
Administrative Office Technology
Associate Degree Nursing
Biomedical Equipment Technology
Business Administration
Business Computer Programming
Computer Engineering Technology
Criminal Justice-Protective Services Technology
Early Childhood Associate
Electronics Engineering Technology
Industrial Management Technology
Marketing and Retailing
Mechanical Drafting and Design Technology
Medical Office Technology (Secretarial-Medical)
Occupational Therapy Assistant
Physical Therapist Assistant
Respiratory Care Technology-Therapist
Secretarial — Legal

Students completing the required hours in these curriculums are awarded the Associate in Applied Science degree. See the PROGRAMS OF STUDY section of this catalog for program descriptions and course offerings. Descriptions of courses offered in the above curriculums are listed alphabetically by course prefix in the COURSE DESCRIPTION section of this catalog.

Diploma Programs (One Year)

Administrative Office Technology-One Year Option
Automotive Body Repair
Automotive Mechanics
Computer Operations
Cosmetology
Early Childhood Associate-One Year Option
Horticulture

Machinist
Medical Assisting
Respiratory Care Technology-Technician

Students completing the requirements for these curriculums are awarded a diploma. See the PROGRAMS OF STUDY section of this catalog for program desciptions and course offerings. Descriptions of courses offered in the above curriculums are listed alphabetically by course prefix in the COURSE DESCRIPTION section of this catalog.

Certificate Programs

Basic Law Enforcement Training
Welding

Students completing the requirements for the above programs are awarded a certificate. See the PROGRAMS OF STUDY section of this catalog for program description and course offerings. Descriptions of courses offered in the curriculum are listed alphabetically by course prefix in the COURSE DESCRIPTION section of this catalog.

Additional programs are described in the CONTINUING EDUCATION section of this catalog.

ADMISSIONS POLICY

Stanly Community College, as do all other branches of the North Carolina Department of Community Colleges, operates under an "open door" admissions policy. This means that any person, whether a high school graduate or non-graduate, who is 18 years of age or older, and who is able to profit from further formal education will be served by the College.

The open door policy does not mean there are no restrictions on specific programs. It does mean that these restrictions are flexible enough to allow each student the opportunity to eliminate deficiencies through developmental work.

DUAL ENROLLMENT

High school students 16 years of age or older may enroll for course work at Stanly Community College under the dual enrollment procedure as a Special Credit student with written approval of their high school principal.

High school students participating in the dual enrollment program will be exempt from tuition for all technical and vocational courses at the community college provided they are concurrently enrolled in at least three courses at their high school.

ADMISSION TO ASSOCIATE DEGREE PROGRAMS

High school graduation, or the equivalent, is required of all applicants for degree programs. The high school equivalency certificate (GED) or the state adult high school diploma is acceptable in lieu of a regular high school diploma. Applicants submitting General Education Development (GED) scores must meet North Carolina High School Equivalency Requirements with a total score of 225 with no single test score below 35.

In addition to general requirements, other requirements may be needed to meet admission standards and are specified under each curriculum in the PROGRAMS OF STUDY section of this catalog.

Applicants to associate degree programs will be required to take a placement evaluation consisting of reading, mathematics, grammar, and writing. The results will be used in advising students in course and program selection.

ADMISSION TO ALLIED HEALTH CURRICULA

High school graduation, or the equivalent, is required of all applicants to allied health programs. The high school equivalency certificate (GED) or the state adult high school diploma is acceptable in lieu of a regular high school diploma. Applicants submitting General Education Development (GED) scores must meet the North Carolina High School Equivalency Requirements with a total score of 225 and no single test score below 35.

Applicants must submit three letters of reference. Those currently or previously employed in a health field must have a work-related reference from their immediate or past supervisor. Relatives should not be used as references.

Applicants for nursing must have completed high school or college chemistry, biology and algebra with a minimum grade of "C" in each course before entry into the program. Applicants for the respiratory care and physical therapist assistant programs must have successfully completed high school or college biology and algebra before entry into these programs (physical therapist applicants must have completed these courses with a minimum grade of "C"). It is recommended that respiratory care and physical therapist applicants also have completed a high school or college chemistry course prior to entering their program of study. All allied health applicants must complete a placement evaluation.

Applicants may be subject to approval by the Admissions Committee. The committee is composed of members of the instructional staff of the respective health curriculum and members of the Student Development staff. An informal interview is held and the committee evaluates all available data concerning each applicant. Applicants to allied health curricula must also submit a medical form (form supplied by the college) completed and signed by a licensed physician.

Additional requirements may be needed to meet admission standards for specific allied health curricula and are listed under those programs in the PROGRAMS OF STUDY section of this catalog.

(Note: The North Carolina Board of Nursing may deny license to an individual convicted of a felony or any other crime involving moral turpitude.)

ADMISSION TO DIPLOMA PROGRAMS

Applicants for one-year diploma programs should be high school graduates or meet the North Carolina Equivalency (GED) standard scores. Generally, applicants are admitted to most vocational programs on the basis of high school records. Certain diploma programs require the applicant to complete a placement evaluation.

ADMISSIONS POLICIES

SPECIAL CREDIT ADMISSIONS

Special credit classification is designated for those curriculum students who are not working toward degrees or diplomas. Application and acceptance are required before a student may be granted this status.

Special credit students may be required to take a placement evaluation if they lack the background in mathematics, English grammar, or reading prerequisite to the course of their choosing.

The Special Credit classification may be retained indefinitely. However, a special credit student must maintain satisfactory academic progress in order to continue as a student. Level of courses taken (technical or vocational) will determine the category of satisfactory progress under which the student will be evaluated.

Special credit students wishing to apply credits earned under this classification toward a degree or diploma must complete all admission requirements for the program of their choice and contact the Registrar to change their enrollment status.

ADMISSIONS PROCEDURE

All correspondence concerning admissions should be addressed to:

Admissions Office
Stanly Community College
Route 4, Box 55
Albemarle, NC 28001
(704) 982-0121

Applicants for admission to any degree, diploma, or certificate program should complete the following general admission requirements:

1. Obtain an application form from the Admissions Office.
2. Submit the properly completed application to the Admissions Office.
3. Complete a placement evaluation upon notification by the Admissions Office.
4. Request that transcripts of all high school and post high school academic work be sent **directly** to the Admissions Office.
5. Have a personal interview, if requested by the Admissions Office.
6. Submit a properly completed health form when required. (Allied Health programs)

Additional requirements may be needed to meet admission standards for specific curricula and are listed under those programs in the PROGRAMS OF STUDY section of this catalog.

Letters of acceptance are mailed to applicants as soon as admission requirements are met.

INTERNATIONAL STUDENT ADMISSIONS

Stanly Community College is authorized by the Immigration and Naturalization Service to admit foreign students. The following requirements must be met in order to be considered for acceptance to the college.

(1) The student must submit to the college a completed Application for Admission.
(2) The student must submit to the college official transcripts from **all** high schools and post-secondary schools (colleges, universities) attended.
(3) Proficiency in the English language is an entrance requirement; therefore, the student must take the Test of English as a Foreign Language (TOEFL) examination and have the score forwarded to the college.
(4) The student must submit to the college written verification (i.e. official bank letter) stating that adequate financial resources are available for school expenses as well as for general living expenses.
(5) The student must complete the college's placement evaluation which is required of all students entering the college.

The requirements listed above must be fulfilled before the student is considered for acceptance into Stanly Community College and before school officials will issue the I-20 Certificate of Eligibility. If for any reason any or all requirements are not met, the I-20 will not be issued.

TESTING POLICY

Applicants for technical, allied health, and selected vocational programs are required to complete a placement evaluation before final acceptance. The placement evaluation is designed to assist students in choosing courses appropriate for their indicated level of performance. (This requirement may be waived at the discretion of the Director of Admissions based on prior test scores or previous study.)

After completing the placement evaluation which is administered through the Counselor's Office, the applicant's scores will be mailed within one week. Individual interpretation sessions can be arranged by contacting the Counselor's office. Test interpretation is oriented toward helping individuals make realistic and objective plans for their educational pursuits. Developmental courses will be required for students whose scores indicate a need for basic skills development.

Special Credit students may be required to take the placement evaluation if they lack the background in mathematics, English grammar or reading prerequisite to the course of their choosing.

TESTING SERVICE

Students desiring to take an aptitude or interest test may do so by contacting the Counselor. Special tests, such as interest inventories, reading tests and others are available to individuals who wish to take them. There is no charge for special tests given at Stanly Community College.

TRANSFER CREDIT

Once an applicant is fully accepted, the Registrar will review post secondary transcripts of applicants for admission with advanced standing. When subject content and length of courses taken are comparable to those in the

curriculum applied for, credit may be allowed if a grade of C or higher was earned. Transfer credits will not influence the student's grade point average while attending Stanly Community College.

REGISTRATION

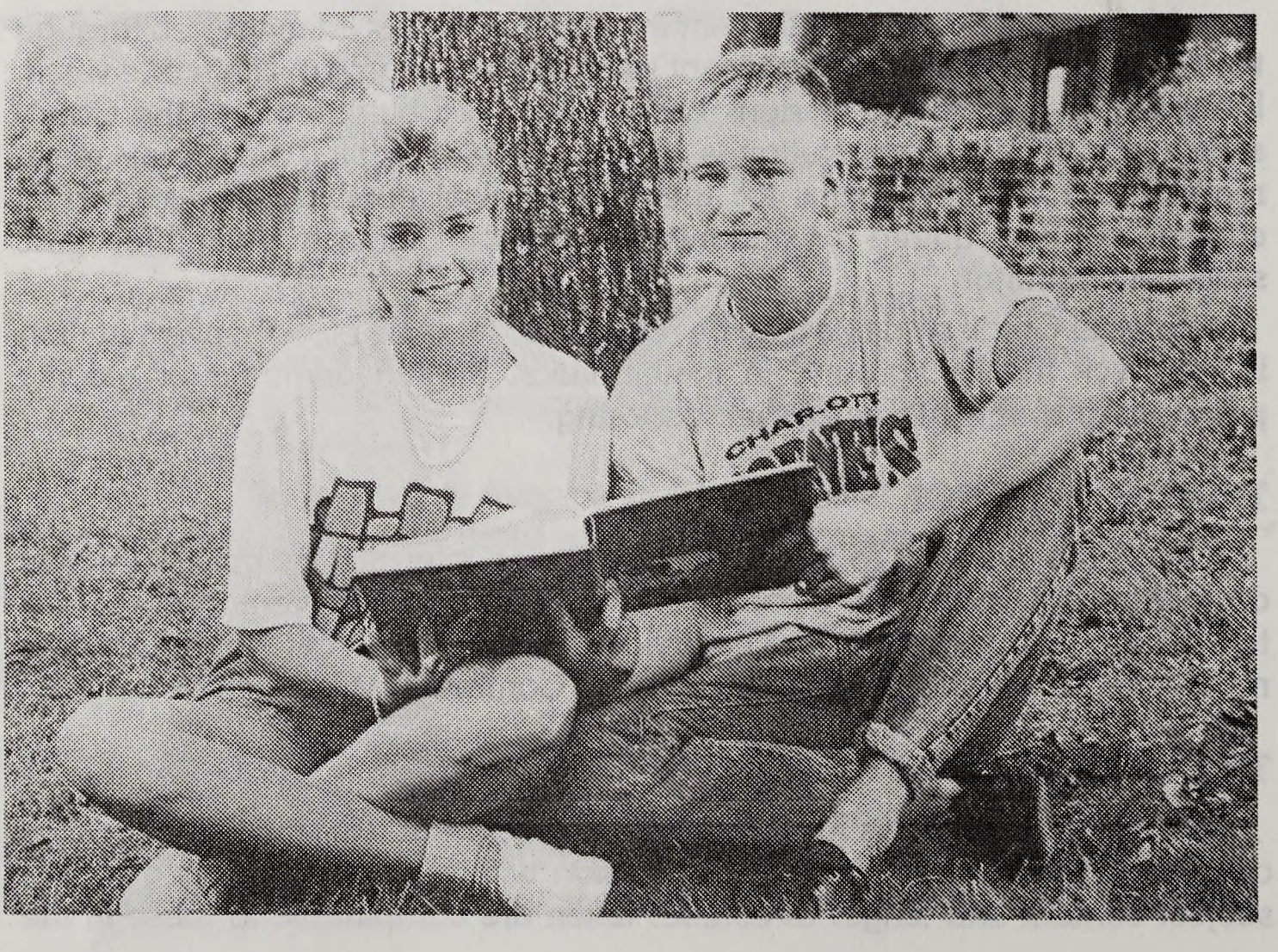
Applicants will be notified of the date of registration. Registration dates are published in the Academic Calendar. At registration, students will be assigned class schedules, pay fees, and purchase books. **Students are considered registered upon completion of registration materials and payment of fees.** Pre-registration is conducted each quarter to assist currently enrolled students with their academic planning.

READMISSION

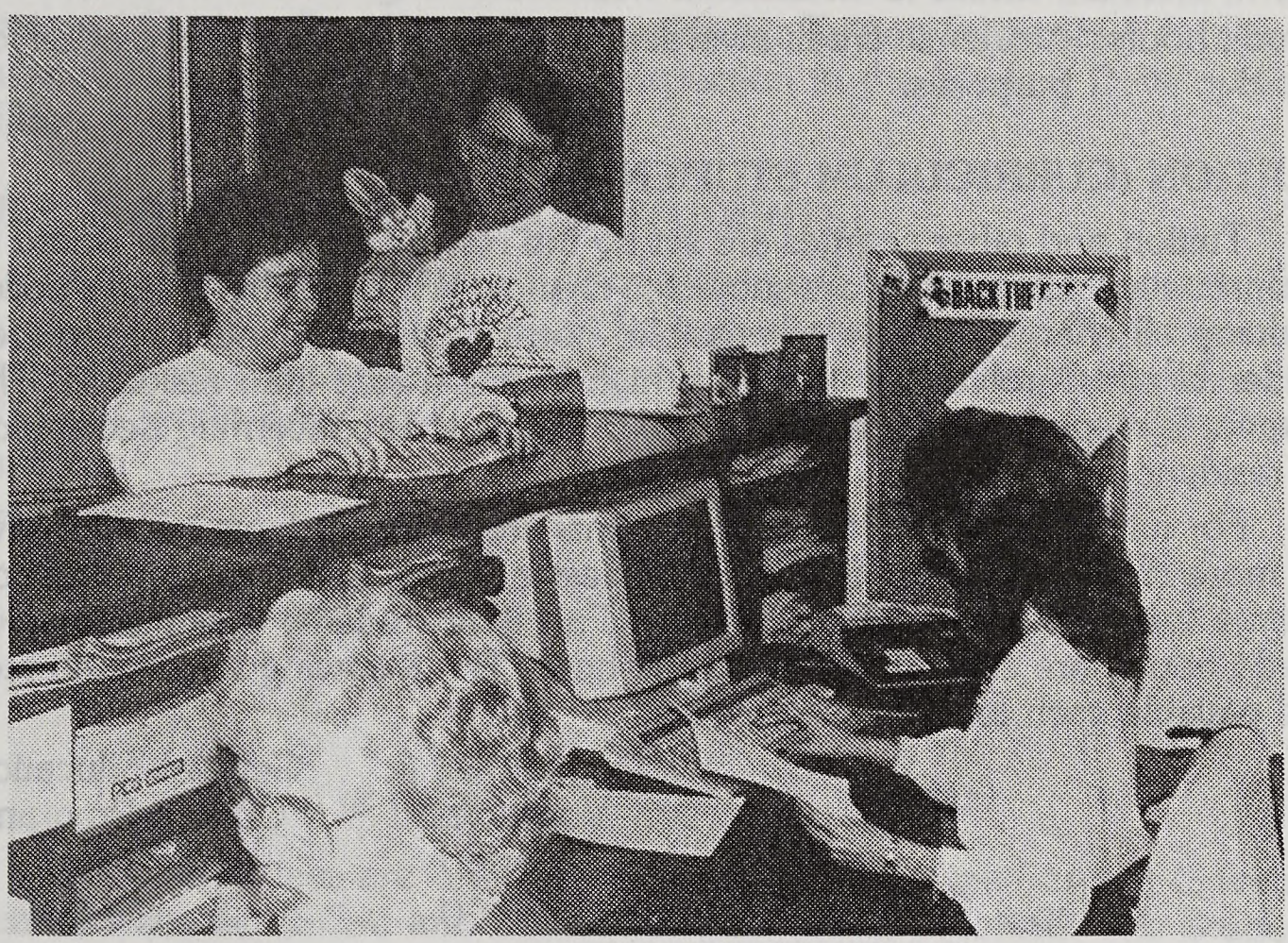
All former students who left Stanly Community College in good standing are encouraged to enroll for additional study. However, readmission after withdrawal is not automatic. Students who have been out one term or longer should contact the Admissions Office so their files can be reactivated. Reentering students who have attended other institutions since withdrawing from Stanly Community College must have an official transcript sent to the Registrar's Office at Stanly Community College from each institution attended.

Students requesting readmission to allied health programs should refer to the PROGRAMS OF STUDY section of this catalog.

Former students desiring to re-enter who were withdrawn for academic or disciplinary reasons must request admission through the Vice President for Student Development.



Expenses, Financial Aid



Academic Policies

DEFINITIONS OF CONTACT AND CREDIT HOURS

Contact hours: Actual amount of time (clock hours) spent in class, shop, or lab for each course.

Credit hours: Academic credit awarded and used for tuition and graduation purposes.

TUITION (CURRICULUM STUDENTS)

Tuition and other charges are set by the North Carolina State Board of Community Colleges, and are subject to change. While it is the Board's policy to keep all charges as low as possible, non-resident students are required under North Carolina law to pay a higher tuition rate than residents. The student is responsible for complying with regulations concerning declaration of residency.

For tuition purposes, full time students are those students taking twelve or more credit hours per quarter or semester. There is no additional tuition charge for those hours beyond twelve. Part time students (less than twelve credit hours) are charged by the credit hour. The following tuition and fees are payable each term.

	Community & Vocational (quarter)	General Education College Program (semester)
Tuition — Full time	$105.00	$ 157.50
Tuition — Full time (non-resident of NC)	981.00	1,471.50
Tuition — Part time	8.75 per credit hour	13.13 per credit hour
Tuition — Part time (non-resident of NC)	81.75 per credit hour	122.63 per credit hour

North Carolina residents 65 years of age and older shall be exempt from paying curriculum tuition.

RESIDENCE CLASSIFICATION FOR TUITION

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for non-residents. The controlling North Carolina statute (G.S. 116-143.1) requires that "To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least twelve (12) months immediately prior to his or her enrollment in a state maintained institution of higher education." Ownership of property in or payment of taxes to the state of North Carolina does not automatically qualify one for the in-state tuition rate. Failure to provide requested information for residency classification can result in the student being classified as a non-resident for tuition purposes and disciplinary action. A student who believes that he or she has been erroneously classified shall be permitted to appeal the case in accordance with the procedure outlined by the State Residence Committee.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes." A copy of the manual is available for student inspection in the Student Development Office.

STUDENT FEE (CURRICULUM STUDENTS)

Students attending on the quarter system will be charged fifty cents (.50) per credit hour up to 12 credit hours for a maximum fee of $6.00 per quarter. Students attending on the semester system will be charged seventy-five cents (.75) per credit hour up to 12 credit hours for a maximum of $9.00 per semester.

Example:

Credit Hours	Quarter Charges	Semester Charges
3	1.50	2.25
6	3.00	4.50
9	4.50	6.75
12 or more	6.00	9.00

The student fees are distributed equally between the Student Government Association (SGA) and Student Benefit (SBA) accounts. The Student Government account is disbursed by the Student Government Association for such things as: student activities, socials, conferences, and support of clubs and organizations. The Student Benefit account is administered by the Vice President for Student Development and is used for students' benefit such as: recreational equipment and supplies, student lounge decorations, transportation for student activities, student publications and awards, and back up support for Student Government activities. Both accounts share equally the cost of providing Student Accident Insurance to every activity-fee paying curriculum student.

Student fees are non-refundable except if a course or curriculum fails to materialize; then all the student's fees shall be refunded.

ADDITIONAL EXPENSES

Book costs vary according to the courses taken and will range from $100-$200 per term depending upon the curriculum. Students will often be able to use the same book for more than one term. Some programs require additional materials, uniforms, equipment, insurance and supplies. Information regarding additional expenses for specific curricula is available in the Admissions Office.

RETURNED CHECKS

A fee of $10.00 will be charged for each check that is returned. This fee will be applicable to checks returned for "insufficient funds" or for "stop payment."

EXPENSES, FINANCIAL AID

REFUNDS

Tuition refunds for students shall not be made unless the student is, in the judgment of the college, compelled to withdraw for unavoidable reasons. In such cases two-thirds (⅔) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the Academic Calendar. Tuition refunds will not be considered after that time. Students who register but do not attend classes are responsible for tuition and fees and are not eligible for refunds except in cases stated above. Tuition refunds will not be considered for tuition of five dollars ($5) or less, except if a course or curriculum fails to materialize; then all the student's tuition shall be refunded.

INSURANCE

Student accident insurance is provided to all curriculum students paying the student activity fee. This provides coverage for accidental bodily injuries received while on campus during the hours that classes are in session and while taking part in a school activity, excluding intercollegiate sports, and traveling to or from such activity in school transportation.

Liability insurance is required of all students in allied health programs for protection in the event of a liability claim of a personal or professional nature resulting from the performance of clinical duties. Premiums are payable at the time of registration for the term the student begins clinical practice. Coverage continues for any additional terms requiring the student to be in clinical practice to a maximum of twelve calendar months.

FINANCIAL AID

The tuition and fees at Stanly Community College are low, but other related expenses and living expenses include transportation to and from school, books, uniforms, lunches, personal expenses and normal living expenses. Financial aid services assist students in meeting these expenses. Every student is encouraged to apply for financial aid when making plans to attend Stanly Community College.

There are three basic types of financial aid available at Stanly Community College: Gift Aid (grants and scholarships), loans, and part-time employment (work study). Grants and work study are the most frequent types of aid awarded. Students must submit proper applications for each type of financial aid. Applications may be obtained in the Financial Aid Office. Generally, financial aid recipients must be high school graduates (or have received the GED) and be enrolled in a curriculum program for a minimum of six credit hours.

Most student aid is based on financial need rather than academic record. However, once students are receiving financial aid they will be required to maintain satisfactory academic progress in their course work.

Grants and scholarships available through the Financial Aid Office at Stanly Community College include PELL Grant, Supplemental Educational Opportunity Grants (SEOG), and North Carolina Incentive Grants. Various

scholarships from the Stanly Community College Foundation, industry, civic, and social clubs are made available through the Financial Aid Office. Loans available include the North Carolina Insured Student Loan Program, Veteran's Educational Loans, and the Stanly Community College Emergency Loan Fund.

The Stanly County Private Industry Council (PIC) sponsors scholarships for eligible Job Training Partnership Act (JTPA) students in certain areas of training. These scholarships will pay for tuition, books and fees. Interested students should contact the Financial Aid Officer or the JTPA representative.

For further information concerning financial assistance and applications to the various programs or for information about financial assistance provided by other agencies such as Social Services, the Social Security Administration, and N.C. Vocational Rehabilitation, contact the Financial Aid Office.

SATISFACTORY ACADEMIC PROGRESS STANDARDS TO MAINTAIN FINANCIAL AID ELIGIBILITY

Federal and state regulations require that students receiving financial aid must maintain satisfactory academic progress. Stanly Community College makes these standards applicable to all federal, state and institutionally awarded financial aid funds in order to maintain a consistent policy for all students receiving assistance.

For financial aid purposes, satisfactory progress is measured in two ways, quarterly and yearly. The procedures for both measurements are as follows:

QUARTERLY EVALUATION All students must meet these minimum standards to be considered progressing satisfactorily toward graduation.

Credit Hours Attempted	GPA Diploma	GPA Degree	General Education
1-30	1.60	1.50	2.00
31-46	1.75	1.65	
47-62	1.90	1.75	
63-78	2.00	1.85	
79-94		1.95	
95+		2.00	

Credit hours attempted — Total hours taken, including courses with grades of I and F.

GPA (Grade Point Average) — Determined by dividing total quality points earned by total hours attempted. (Quality points are determined as follows: A = 4 quality points per credit hour, B = 3 quality points per credit hour, C = 2 quality points per credit hour, D = 1 quality point per credit hour, and F = 0 quality points per credit hour.)

GPA Diploma — Average for curriculums awarding diplomas.

GPA Degree — Average for curriculums awarding Associate Degrees.

Any term a student's GPA falls below the recommended standing, the student will be placed on financial aid probation for the next term enrolled. The student then has the next term enrolled to achieve the GPA standing for the credit hours attempted. Failure to meet the minimum GPA during the probation term will result in termination of financial aid until the minimum GPA is achieved.

YEARLY EVALUATION Satisfactory progress for students receiving financial aid will be measured once a year in order to determine that a student has completed the required amount of credit hours toward their degree. Below are the progress requirements:

	End of	Minimum Number of Credit Hours Earned
Diploma Programs (1 year)	4 quarters	20
	8 quarters	40
	12 quarters	61-80
Degree Programs (2 years)	4 quarters	15
	8 quarters	36
	12 quarters	60
	16 quarters	84
	20 quarters	100-130

Students who have not satisfactorily completed the required number of credit hours at the end of each year will have their financial assistance terminated. Upon re-establishing the minimum GPA for the credit hours attempted, the student will be removed from probation and eligibility to receive financial aid will be restored to prior status.

A student will be eligible to receive financial aid at Stanly Community College for a maximum of 20 quarters. Any quarter in which a student enrolls will be counted, regardless of the student's academic or financial aid status. At the end of 20 quarters, all financial aid will be discontinued.

VETERANS' EDUCATIONAL BENEFITS

Each incoming veteran should schedule a conference with the Coordinator for Financial Aid and Veterans' Affairs who helps the veteran learn more about the veteran's benefits and the purpose for which the benefits were designed. Upon selection of a program which suits the veteran's educational goals, the Coordinator for Financial Aid and Veterans' Affairs assists the veteran in completing the proper applications and securing the documents necessary for certification. The Coordinator for Financial Aid and Veterans' Affairs also helps veterans with special problems, contacting the Winston-Salem Regional Veterans' Office on a regular basis. The Counselor's Office may be able to help veterans who need an official counseling review before being permitted to change programs or educational goals.

REQUIREMENTS FOR GRADUATION

The following requirements are established as a minimum for the Associate in Applied Science degree, the diploma, and certificate.

1. Complete all course requirements of the curriculum, earning at least a 2.0 grade point average in courses required for graduation.
2. Pay a graduation fee at the time of registration for the last quarter.
3. Earn at least one-fourth of the credits required for a degree or diploma from Stanly Community College.
4. Fulfill all financial obligations to the College.
5. Be present for graduation exercises. Graduation exercises are held at the end of the summer term on the date published in the Academic Calendar. In cases of unavoidable circumstances, exceptions to this requirement may be granted by the Vice President for Student Development. During graduation exercises candidates must be dressed in proper academic attire as determined by the President of the College.

GRADUATION IN ABSENTIA

A written request for permission to graduate in absentia must be filed with the Vice President for Student Development no later than 14 days prior to commencement exercises.

The degree or diploma will be mailed to those students with approved absences unless other arrangements are made with the Registrar's Office.

Students with unapproved absences will be required to pick up their degree or diploma in the Registrar's Office after a written request has been approved by the Vice President for Student Development.

GRADING SYSTEM

The following alphabetical system is used for reporting and recording all grades:

A	Excellent	4 quality points per credit hour
B	Good	3 quality points per credit hour
C	Average	2 quality points per credit hour
D	Passed	1 quality point per credit hour
F	Failure	0 quality points per credit hour
I	Incomplete	Will carry hours attempted and will be computed in GPA. Must be removed by the end of the next term or the grade will be changed to an "F."
NA	Never Attended	
W	Withdrawal	Hours are not included in determining GPA
WP	Withdrawal Passing	Hours are not included in determining GPA
WF	Withdrawal Failing	Hours are not included in determining GPA
Y	Audited	
S	Satisfactory	Hours are not included in determining GPA
U	Unsatisfactory	
P	Credit received by passing a proficiency exam	
CS	Continuing	Must re-enroll until course objectives are met. Hours are not included in GPA.
TC	Transfer Credit	Hours are not included in GPA

SCHOLASTIC STANDARDS

The minimum grade point average for graduation is 2.0 or a grade average of C. Quality Point Averages are determined by dividing the total number of quality points by the number of credit hours attempted. If a course is repeated, the last grade will be used in computing the student's hour-quality point ratio. A ratio of 2.0 indicates that the student has an average of C; above 2.0 indicates an average above C; below 2.0 indicates an average below C. Grades of I, P, S, U, Y, NA, W, WP, WF, F and CS yield no quality points.

HOW TO COMPUTE YOUR GRADE POINT AVERAGE

TERMS:

Q.P. — Quality Points. Points earned for final class grades. Each letter grade represents so many earned points. A = 4 Q.P.'s, B = 3 Q.P.'s, C = 2 Q.P.'s, D = 1 Q.P. and F = 0 Q.P.'s.

G.P.A. — Grade Point Average. Obtained by multiplying the earned Q.P.'s by the number of credit hours attempted and dividing the total earned Q.P.'s by the total number of credit hours attempted.

Credit Hours — Hours of credit received for each class taken per quarter.
Contact Hours — Actual hours per week spent in class and/or lab.
There are two main steps in computing G.P.A.

1. Multiply the credit hours for each class by the number of Q.P.'s earned. The result is the total Q.P.'s for the quarter.

Example

	Credit Hours		Grade	Q.P.'s		
Introduction to Business	3	×	A	4	=	12
Typewriting I	3	×	B	3	=	9
Introduction to Data Processing	5	×	C	2	=	10
Grammar	3	×	B	3	=	9
Computer Operations I	3	×	A	4	=	12
	17 total hours					52 Q.P.'s

2. Divide the number of total credit hours into the total number of Q.P.'s for the quarter.

   52 total Q.P.'s divided by 17 total credit hours = 3.05 G.P.A.

   This gives the Grade Point Average for the quarter.

The cumulative G.P.A. can be computed by totaling all the attempted credit hours and dividing them into the total number of Q.P.'s that have been earned for all quarters of enrollment.

GRADE REPORTS AND TRANSCRIPTS

Shortly after the end of each term student grade reports are mailed to students. Transcripts of the student's record will be sent to other schools, prospective employers or to the student if an official written request is made by the student to the Registrar's Office.

COURSE AUDITING

Students who wish to audit courses shall be admitted on a space available basis and shall not displace a credit seeking student. No credit is awarded, no examinations are required, and no grade reported. Attendance and participation in class is encouraged. Students must register officially and pay regular tuition. **Students may not change from audit status or to audit status after the last day to register for a course.**

INDEPENDENT STUDY CLASSES

Special classes not offered on the regular schedule but required for graduation can be offered as independent study classes. These classes should only be offered during the student's last term of enrollment.

PROFICIENCY EXAMINATION

Applicants who have reason to believe they are proficient in a subject and wish to request credit by examination, must do so during the registration period. The examination may be written, oral, performance, or all of these,

and may be scheduled at any time mutually convenient to the examining instructor and the student. The academic standards for credit by examination will be commensurate with the academic standards for the course; the minimum test to be similar to that which is administered at the conclusion of regularly scheduled courses. Students failing such an examination may not request a second examination. No credit by examination will be allowed if the student has previously taken the course for credit and is now attempting to raise the course grade. Decision of the examining instructor will be final.

Credits earned by examination (maximum of five courses) will be entered on the student's permanent record, but quality points will not be awarded for such credit. Hours earned through proficiency examination may not be considered when calculating hours to determine the student enrollment status (full time/part time). Example 1: Student registers for 12 credit hours (full time) and attempts and passes a 6 credit hour proficiency examination. For tuition purposes the student is charged a full time tuition fee. However, because the student passing a proficiency examination does not maintain attendance, the student may not use the 6 credit hours for calculating hour requirements for aid and benefits. Example 2: Student registers for 18 credit hours and proficiencies out of a 6 credit hour course. The student still remains in attendance for 12 credit hours and is considered full time for both aid and benefits. Example 3: Student registers for a proficiency examination and fails the examination. The student must then be in class attendance for the course.

Procedures for Credit by Examination are as follows:

A. During the registration period, students are responsible for initiating a request to their instructor to take a proficiency exam in a specified course.
B. The instructor evaluates the request to determine if:
   (1) A need for proficiency exam exists;
   (2) The student has demonstrated, or there is evidence, that the student possesses skill commensurate with the request.
C. Instructor initiates a request to the Vice President for Instruction for approval or disapproval of proficiency exam.
D. Student is notified as to approval or disapproval.
E. Approved proficiency exams are processed as follows:
   (1) Students must pay for Proficiency Exams at the normal registration date. The Registrar will initiate an appropriate registration bill and forward to the Business Office in cases where students are not enrolled in the courses for which the exam is requested.
   (2) The instructor, after verifying enrollment or payment, administers the exam and returns the completed request to the Vice President for Instruction to indicate pass or failure of the exam.

DROP/WITHDRAWAL PROCEDURE

Drop/Add

A student may drop or add a course during the last day to register as

published in the Academic Calendar. Forms are available in the Registrar's Office located in Student Development. Courses dropped during the drop/add period will not be recorded on the student's transcript.

Withdrawal Procedure

A student withdrawing from a course(s) is responsible for initiating a course withdrawal through the Registrar's Office. The instructor must initiate a withdrawal if a student does not attend a course(s) or has two consecutive weeks of absences without permission of the instructor. By the conclusion of the second week of the term any students who have not attended classes shall be dropped by the instructor.

After the drop/add period (the first five class days) students may be withdrawn without penalty through the fourth week of the term as published in the Academic Calendar. The grade of NA or W will be assigned by the Registrar during this period and will not be computed in the student's grade point average.

After the end of the fourth week of the term students may be withdrawn from a course(s) through the ninth week of the term (eighth week during the summer term). The grade of WP (Withdrawn Passing) or WF (Withdrawn Failing) will be assigned by the instructor at the time of withdrawal. The grades of WP and WF will not be computed in the student's grade point average.

Students will not be allowed to withdraw from a course(s) during the last two weeks of the term. Instructors who initiate drops during the last two weeks of the term must assign a grade to the student from the Grading System as published in this catalog.

COURSE SUBSTITUTION

Students may request to substitute a course required in their program of study based on particular occupational goals. Action upon such substitutions must be initiated by the student's advisor/program head who in turn forwards the Request for Course Substitution form to the Departmental Chairperson and to the Vice President for Instruction. Consensus of the College officials must be reached to finalize a course substitution. A maximum of five (5) courses may be credited for any student through the course substitution method. Notification of approval of course substitutions must be submitted to the Registrar's Office.

REPEATING A COURSE

Students will be permitted to substitute the second grade made on any course in which they have previously made a grade below C. In computing the cumulative GPA for a student who has repeated a course, the hours and quality points earned the first time will be omitted from the computation and only the second earned grade, whether F or higher, will count. The first grade, F or higher, will still be recorded on the student's transcript.

Students will not be allowed to repeat for credit a course in which they have made a grade of C or above. Students repeating a course in which a grade of C or above has been earned will be classified as audit and will be

admitted on a space available basis only. An audit student shall not displace a credit seeking student.

Students repeating courses in the Associate Degree Nursing program should refer to the "Readmission to the Nursing Program" policy under Associate Degree Nursing in the PROGRAMS OF STUDY section of this catalog.

HONORS AND AWARDS

Academic Honors

President's List — students who complete a minimum of 12 credit hours and earn a 4.0 grade point average.

Honors List — students who complete a minimum of 12 credit hours and earn at least a 3.50 grade point average with no grade lower than C nor an incomplete.

Annual Awards

Annual awards are made at graduation to outstanding students in each of the four academic departments. These awards are made on the basis of a grade point average of 3.5 or higher, a positive attitude beyond that expected of the average student, demonstrated initiative beyond that expected of the average student, demonstrated initiative in his/her learning experience, evidence of good citizenship, and contributions to the program or department above that of the average student.

Graduating students having a cumulative GPA of 3.5 or higher are denoted so at graduation and recognized through the wearing of gold cords.

The President's Leadership Award was established by the Student Government Association in 1980. This award is presented to the graduating student who has excelled in providing leadership to fellow students, to the college and to the community.

SATISFACTORY ACADEMIC PROGRESS

All curriculum students must meet these minimum standards to be considered progressing satisfactorily toward graduation.

Credit Hours Attempted	GPA Diploma	GPA Degree	General Education
1-30	1.60	1.50	2.00
31-46	1.75	1.65	
47-62	1.90	1.75	
63-78	2.00	1.85	
79-94		1.95	
95+		2.00	

Definitions:

Credit Hours Attempted — Total hours taken including courses with grades I and F.

GPA — Grade Point Average — Determined by dividing total quality points earned by total hours attempted.

GPA Diploma — Average for curriculums awarding diplomas.

GPA Degree — Average for curriculums awarding Associate Degrees.

Any term the student's GPA falls below the recommended standing, the student will be placed on academic probation for the next term enrolled. The student is notified of academic probation by letter from the Registrar. The student then has the next term enrolled to achieve the GPA standing for credit hours attempted.

Failure to meet the minimum GPA during the probation term will result in the student being terminated for veteran's benefits and other areas requiring evidence of satisfactory progress. A veteran student who is dropped or withdraws from all courses when taking two or more courses will be placed on academic probation the next term enrolled.

Upon referral to Student Development for counseling, students making unsatisfactory progress may be provided other learning options or continue in a limited number of classes.

ACADEMIC PROBATION PROCEDURES

The first term the student is on academic probation, the student must earn the Grade Point Average (GPA) standard for total credit hours attempted. Failure to do so will result in the student being limited to no more than two courses or a maximum of eight credit hours during the next period of enrollment. Each term the student remains on academic probation, the student must earn better than a "C" average until the GPA standard is met. Failure to earn this average will result in academic suspension for a period of at least one term. Upon re-establishing the GPA standing for credit hours attempted, the student will be removed from academic probation. The Grade Point Average will be recomputed each term and the student will be notified of the exact grade points needed. If a student is on academic probation and withdraws after payment of fees for the term, that term will be counted as one of academic probation.

> Example: At the end of the spring quarter, a student is placed on academic probation because the student has not earned the necessary Grade Point Average. Summer quarter, the student enrolls and withdraws after payment of fees, fall quarter this student is limited to no more than two courses or a maximum of eight hours since this is considered as the second term of academic probation.

REINSTATEMENT FROM ACADEMIC SUSPENSION

The student must request in writing to the Vice President for Student Development consideration for reinstatement after having been on suspension for a minimum of one term. The term of reinstatement, the student must earn better than a 2.00 grade point average on that term's work. Failure to do this will result in suspension for a period of one year.

If after reinstatement to a program a determination is made through counseling with the student that a change of program would be to the best interest of the student, a recommendation will be made to the Vice President for Student Development that the student be permitted to complete a Request for a Change of Program.

ACADEMIC POLICIES

PROGRAM CHANGES

Students wishing to enroll in a curriculum program other than the one in which they are currently enrolled are encouraged to discuss their objectives with a counselor in Student Development. A Request for Change In Curriculum Program form, available in the Registrar's Office, must be completed by each student and returned to Student Development. Students changing curriculum programs must meet all admissions requirements for the program they are requesting to enter.

Credits and grades in the previous program(s) which are applied to the new program will be carried forward including the quality points earned on the courses. Courses applied to the new program in which no quality points were earned will be carried forward as hours attempted.

CATALOG OF RECORD

The catalog that is current when the student enrolls in the college is the catalog of record. A student who is in continuous attendance (except summer quarter) may graduate under the provisions of his/her catalog of record, or a subsequent issue upon written request to the Registrar. A student who is not in continuous attendance must graduate under the provisions of the catalog in effect on his/her last re-entry date or a subsequent issue.

A student who changes his/her program of study will come under the provisions of the catalog in effect at the time of the change, or a subsequent issue.

CLASS ATTENDANCE

Each student is expected to attend all classes for which registered. Absences do not relieve the student's responsibility of meeting the requirements of the class. Any student missing two consecutive weeks after the first day of classes without permission of the instructor will be withdrawn. Immediately following the first week of loss of contact with a student, the instructor will determine the student's intent to continue or refer the student's name to Student Development for assistance in making this determination. After loss of contact with the student, the instructor will withdraw the student from the class.

BOOKS AND SUPPLIES

It is the student's responsibility to obtain the required textbooks and supplies prior to the first meeting of class. The college maintains a bookstore from which the student may purchase the necessary books and supplies. Operating hours are as follows: Monday-Thursday 8:30 a.m.-3:00 p.m. and 6:00-7:30 p.m. (the first 2 weeks of each quarter, otherwise closing hour is 3:00 p.m.) and Friday 8:30 a.m.-3:00 p.m.

ADVISORS

Students are assigned advisors upon application for admission to Stanly Community College. Usually the advisor will be the head of each student's

respective program. Advisors will keep a record of their advisee's progress and will be the person a student will seek when questions arise regarding their program or requirements for program completion. Faculty members schedule office hours each term, and students are encouraged to make appointments with advisors.

It is the student's responsibility to get to know their advisor, ask questions about classes, parking, tutoring, grades, job market, etc.,and work with their advisor in setting educational and career goals and planning schedules.

INCLEMENT WEATHER

During periods of inclement weather, Stanly Community College will close school when conditions are hazardous. The Vice President for Student Development will determine when classes will be canceled due to inclement weather. Our decision will be broadcast by radio and television stations. NOTE: THE CLOSING OF DAY CLASSES DOES NOT MEAN THAT EVENING CLASSES WILL NOT BE HELD. SEPARATE ANNOUNCEMENTS WILL BE MADE FOR DAY AND EVENING CLASSES. Students are urged not to call the news media or members of the school staff.

All extracurricular activities will be canceled when it is necessary to cancel classes due to adverse weather.

STUDENT RECORDS

All currently enrolled students have the right to examine their official records. The student's official records consist of school application, transcripts of previous educational training, test scores if applicable, grades and correspondence.

Stanly Community College will release the following directory information: the student's name, enrollment status, program of study, dates of attendance, degrees awarded, awards given, and participation in official activities. Any student objecting to the release of any or all of above directory information without appropriate consent must notify the Registrar in writing within ten days after the initial registration. The objection must state what information the student does not want to be classified as directory information.

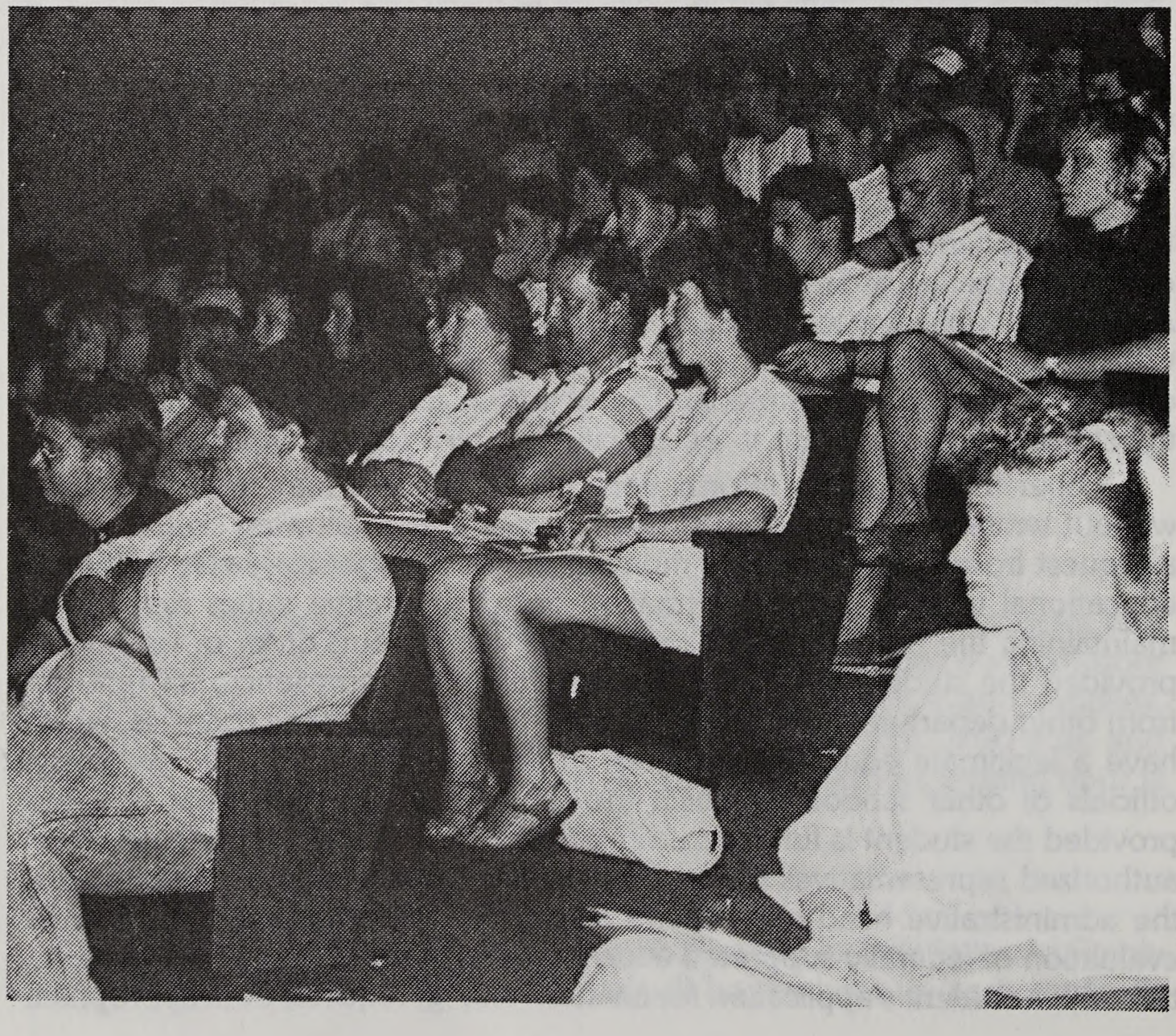
Other than directory information, student records may not be released without written consent of the student except in the following situations: (a) a request from a staff or faculty member of the College who has a legitimate educational interest in the information or administrative duties required in maintaining the records; (b) in compliance with a court order or subpoena, provided the student is notified in advance of the compliance; (c) requests from other departments, educational agencies, or accrediting agencies, which have a legitimate educational interest in the information; (d) requests from officials of other schools to which the student intends to transfer or enroll provided the student is furnished with a copy, if so desired; (e) requests from authorized representatives of the Comptroller General of the United States, the administrative head of a federal agency in connection with an order or evaluation of federally supported education programs; (f) requests in connection with a student's application for financial aid; (g) requests from appropriate

persons in connection with an emergency if the knowledge of such information is necessary to protect the health and safety of the student or other persons.

Official records are those records maintained by any unit of the College except those created by an individual staff or faculty member for that member's use and are not accessible to the student.

Procedures for student inspection of records:

1. Students who wish to inspect and review their records shall submit a request in writing to the Registrar.
2. Access shall be provided as soon as possible but must be within 45 days of the request.
3. The Registrar must note in the permanent folder the following information:
   a. Name and date the access occurred.
   b. Copies made of materials.



Student Development, Student Life

Programs of Study

STUDENT DEVELOPMENT, STUDENT LIFE

The Student Development Office encourages each student to become fully aware of every opportunity available through Stanly Community College. Student Development includes admissions, records, guidance and counseling, testing, financial aid, student activities, placement, and follow-up.

The objectives of Student Development are to aid in selecting, entering, progressing through, and completing a course of study as students' goals indicate.

COUNSELING

A major role of Stanly Community College is to assist students in making the transition from high school and/or the world of work to the post high school institution. Individualized counseling sessions may be arranged to discuss a student's interests, aptitudes, vocational goals, or academic and personal problems. Such conferences are confidential.

Students are encouraged to come to the Counselor's office any time a problem arises which could affect their progress in their studies. Counseling services are provided in both day and evening hours.

Also, upon acceptance at the College, each student is assigned a faculty advisor who is available to help with situations related to the student's academic work. The advisor serves as a direct link between the student and the successful completion of the student's program of study.

TUTORIAL SERVICES

Free tutorial service is available to supplement classroom instruction to those students needing assistance. Tutoring is provided by Stanly Community College students, on an arranged basis, through the Counselor's office. Any student may request tutoring.

HANDICAPPED SERVICES

Stanly Community College is readily accessible to the handicapped. The campus is virtually barrier-free providing handicapped parking areas, sidewalks and ramps to classrooms and restroom facilities. One classroom building has an elevator.

Supplemental services are provided to handicapped individuals from the time of application through enrollment to enhance the student's opportunity to succeed. Developmental courses in reading, grammar and math are available, and peer tutoring is provided on campus without cost to the student.

Counseling services and individual guidance are provided for these special students in personal and social adjustment to the College, study skills, academic goal setting, problem solving, decision making, retention counseling, and referral services to community agencies. As necessary, counseling services are offered to handicapped individuals beyond those provided other students.

HEALTH SERVICES/FIRST AID

Each student is required to submit a health statement (on application for admission) which becomes part of his/her permanent record.

Limited first aid services are provided through the Office of Student Development. First aid kits are maintained in the Student Development Office as well as each of the shop areas. Injuries requiring more than minor first aid will be referred to local physicians. In case of emergency, physicians and/or ambulance service may be called at student expense to provide necessary medical services.

HOUSING

Students in need of temporary living quarters during their studies at Stanly Community College may take advantage of the housing location assistance offered by the College. The Admissions Office of SCC maintains and periodically updates a list of available rental properties in Albemarle and neighboring towns. This list includes rental apartments, homes, mobile homes, and single rooms. Prospective students are advised to indicate on their Application for Admission Form that they would like information concerning housing. These prospective students will be contacted by the Admissions Office and a date and time will be arranged for the student to visit several rental units. The student will make the final selection as to where he or she chooses to live. Rental contracts or leases are the sole responsibility of the student. While SCC makes every effort to assist the prospective student in locating suitable housing, the College assumes no responsibility in rental agreements entered into by the student and the landlord.

JOB PLACEMENT

The Job Placement Office of Stanly Community College exists to serve the employment needs of both current and former students of the College. As they approach graduation, students of SCC are encouraged to contact their Job Placement Office for any assistance they may need in locating suitable employment. Placement services available include job referrals, resume preparation, mock or practice interviews, and printed material covering the job seeking campaign. Currently enrolled students in search of part-time employment may find local job opportunities with flexible hours.

While the College can make no guarantee that each graduate will immediately be placed in a job of his or her choosing, the Job Placement Office can be an excellent source of job leads and tips which will prove to be helpful in the job search. The Job Placement Service is located in the Student Development Office.

EXTRA-CURRICULAR ACTIVITIES

The administration, faculty and staff, in concert with the Trustees of the College, support the position that extra-curriculuar activities are important to the total development of the student. In this regard, students are encouraged to pursue their interests through participation in the clubs, oroganizations, and activities which promote social development and supplement the educational process.

STUDENT GOVERNMENT

The Student Government Association is composed of all curriculum students who are enrolled at Stanly Community College. Members are encouraged to be active participants in student affairs and to voice opinions and thoughts through their representatives.

All extra-curricular activities are coordinated through the Student Government Association and the Office of Student Development. During the spring term the president is elected. Then in the fall term the student body selects all other Student Government Association executive officers and technical and vocational senators in a campus-wide election. One representative is also elected from each campus club. An administrative advisor and faculty advisors serve to assist the Student Government Association with their activities.

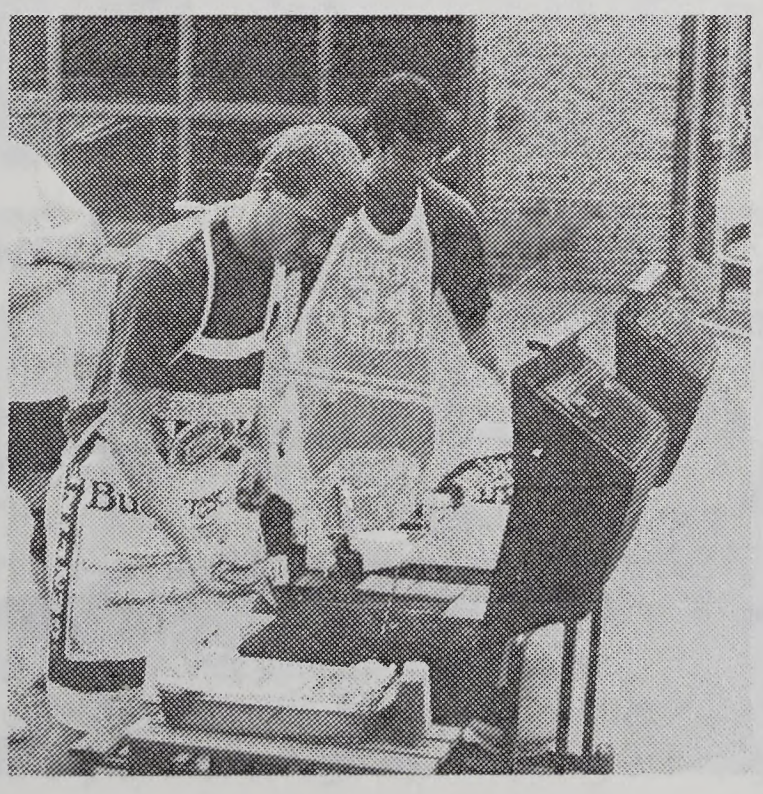
The Student Government Association sponsors activities that enhance student campus life. Students are involved in school affairs, with active participation on various advisory and standing committees.

The President of the Student Government Association serves as a member of the Administrative Council of Stanly Community College and as an ex-officio member of the Board of Trustees. The Stanly Community College Student Government Association actively participates in the State Student Government Association.

CLUBS AND ORGANIZATIONS

Student clubs and organizations are chartered under the umbrella of the Student Government Association and represent a large number of students with diverse interests who are active on campus. These include Phi Beta Lambda, Respiratory Care Club, Nursing Club, BMET Club, EET Club, Data Processing Club, Occupational Therapy Club and the Physical Therapist Club.

With the Student Government Association open to all students, and other clubs and organizations geared more to specific interest groups, extra classroom interests are available for the majority of Stanly Community College students.



STUDENT DEVELOPMENT, STUDENT LIFE

ALUMNI ASSOCIATION

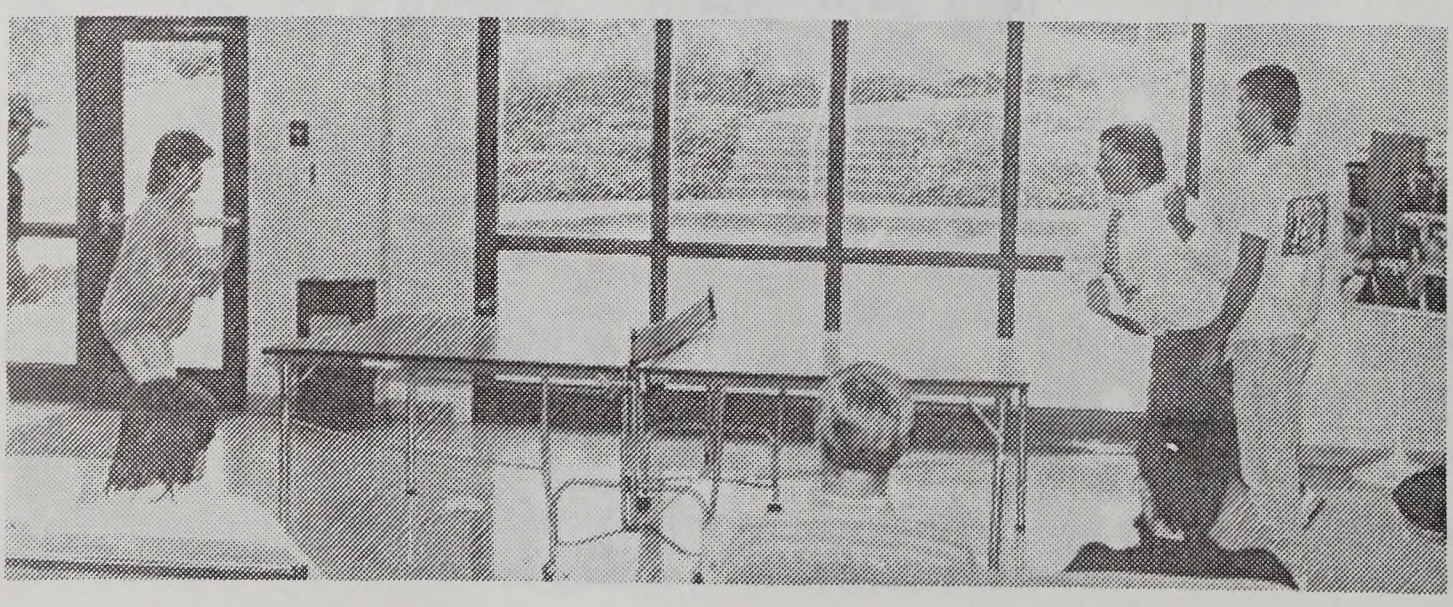
Each Stanly Community College student completing a course or graduating is invited to join the Alumni Association. The aim of the Alumni Association is to keep former students involved in Stanly Community College's future activities and growth. Alumni may take advantage of placement services and other post-graduate benefits that are offered.

Alumni Association membership forms are available in the Student Development Office.

RECREATION

Stanly Community College has recreational equipment and facilities available on campus whereby students may participate in their leisure time in basketball, volleyball, and horseshoes. The equipment may be checked out from the Counselor's office. Billiards, pingpong, and television are available in the Student Center.

Socials, dances, cookouts and activity days are planned for both day and evening students by the Student Government Association under the supervision of the Vice President for Student Development.



STUDENT CENTER

Students are encouraged to use the student center as a place to meet, talk, eat, and relax. The center provides an opportunity for students, faculty, and staff to socialize in an informal atmosphere. In order to assist the maintenance staff in cleaning the student center, the Food Service area is closed at 1:00 p.m. on Friday.

Hot and cold foods and beverages are available in the Food Service area, and a public telephone is located there.

CLASS RINGS

Stanly Community College class rings are available to all students. Students wishing to order rings should check with the Student Development Office to find out when orders will be taken. A ring sales representative will be available each quarter and times will be announced in advance. A deposit is required when the order is placed, and rings are mailed C.O.D. to the students' homes approximately 10 weeks from the date of order.

SMOKING

Smoking is allowed on the campus but is prohibited in all instructional areas. Ash trays and smoking stands are provided in those areas where smoking is allowed. Smoking is permitted in faculty, staff, and administrative offices if there is no objection by the office occupant.

PARKING

Students may use any of the paved parking areas. Parking stickers are available through the Student Development Office and must be displayed on the left side of the rear window.

A special area is designated for handicapped students and should not be used unless the vehicle has the proper identification. Permits for parking in the handicapped areas can be obtained from the Student Development Office.

Students should not park in the visitor parking in front of the Patterson Building. Tickets for parking violations are issued and fines are payable in the Business Office.

STUDENT RIGHTS AND RESPONSIBILITIES

Students at Stanly Community College are considered to be mature adults who enter classes voluntarily. By entering classes, students take upon themselves certain responsibilities and obligations which include an honest attempt at academic performance, and social behavior consistent with the lawful purpose of the College. Students maintain all legal rights of citizenship while enrolled and are expected to remember that they are living in a democratic situation. The reputation of the College rests upon the shoulders of students as well as on the administration, staff and faculty, and it is hoped that each student will maintain high standards of citizenship. The campus and College will not be a place of refuge or sanctuary for illegal or irresponsible

behavior. Students, as all citizens, are subject to civil authority on and off the campus. Common courtesy and cooperation make the above suffice for a long list of rules and regulations.

STUDENT DISCIPLINE

Students causing minor infractions of rules and regulations in the classroom will be disciplined by the instructor in charge since the instructor has authority in defining proper classroom decorum.

Other violations of conduct or regulations will be referred to the Vice President for Student Development. Some types of misconduct which are subject to disciplinary action are cheating, plagiarism, theft, damage to College property, or disruption of the educational process.

Intoxicants, including alcoholic beverages and hallucinatory drugs, are not allowed on the campus of Stanly Community College under any circumstances.

Possession, concealment or use of firearms, explosive devices, or other dangerous weapons on College property, at off-campus class locations or at College functions is prohibited except for on-duty law enforcement personnel.

The President and Vice President for Student Development are authorized to suspend immediately any student who impairs, impedes, or disrupts the legal mission, processes, or functions of the college. Students counseling, encouraging, instigating, or inciting others to impair, impede, or disrupt the educational and other lawful operations of the College shall also be subject to immediate suspension.

A student who has been suspended will receive a hearing with the Vice President for Student Development within five days of suspension. The hearing shall provide the student the opportunity for due process. The student may be represented by legal counsel at this hearing.

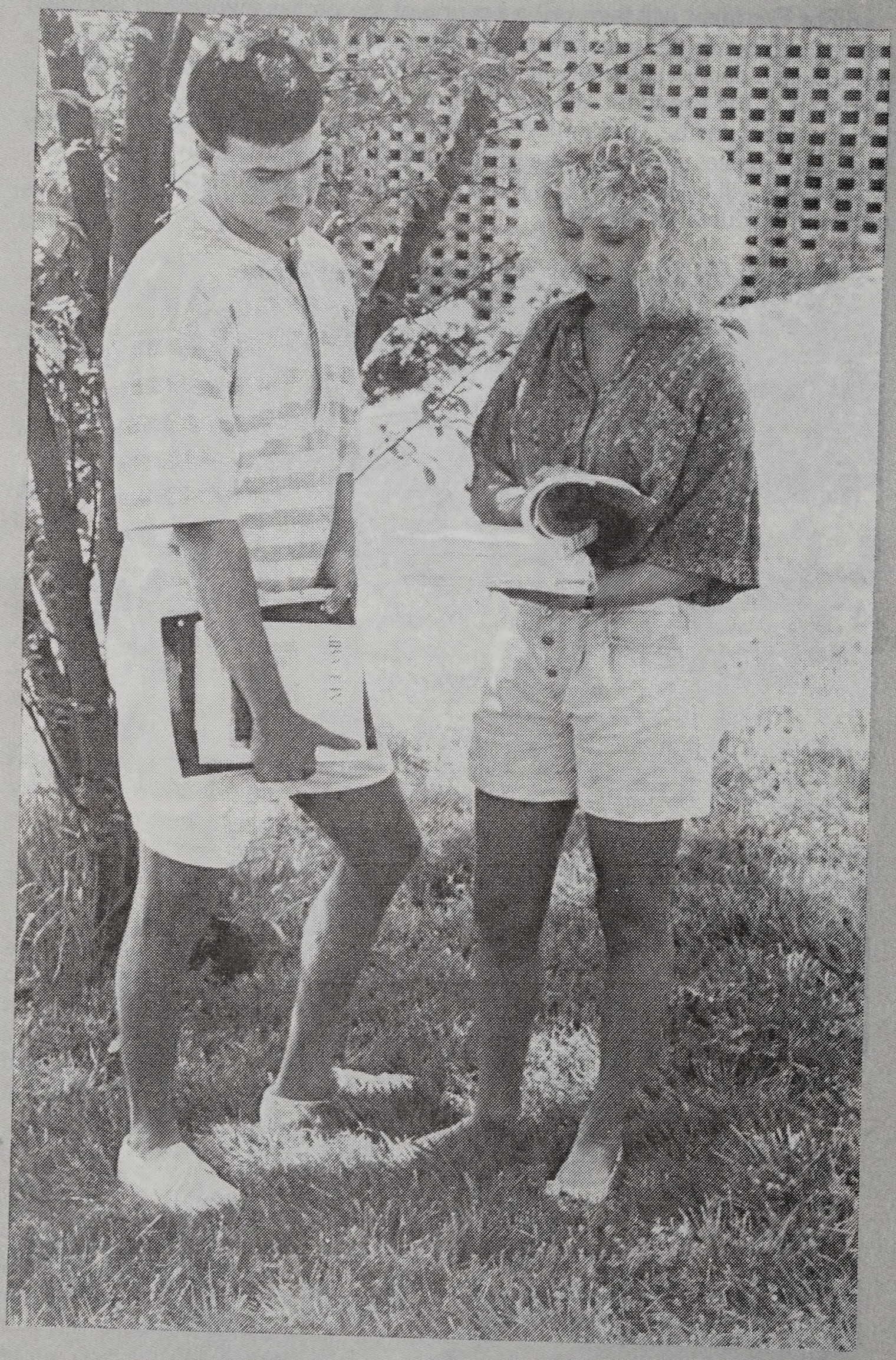
STUDENT GRIEVANCE PROCEDURE

Differences in viewpoints are natural and essential for continuing growth and development as individuals. The approach taken by an individual represents many aspects of character and maturity. Unresolved differences which affect students while enrolled may be classified as a grievance if the individuals involved have not, or cannot reach agreement. Grievances of students will be handled by the Vice President for Student Development who is assigned the responsibility for student welfare.

The Vice President for Student Development will verify consultation between the parties involved and render a decision. If, in the case of a student-instructor, such has not taken place, the Vice President for Student Development and the Vice President for Instruction will assist in arranging a consultation. If there is not a resolution after consultation, the Vice President for Student Development and the Vice President for Instruction will jointly render a decision. If the decision of the department heads is not unanimous or if the department heads are unamious and the decision is unacceptable by the grievant, the matter will be referred to the President of the College.

The President will then call a hearing of the parties involved to include department heads of the departments in question. After review, the President will submit a decision in writing to the grievant within five days of the hearing. Decisions of the President of the College may be appealed in writing through the President to the Personnel Committee of the Board of Trustees. The Board of Trustees shall hear appeals from officials and students in the College. No appeals will be heard unless the grievant has first exhausted the administrative procedures on appeals.

Programs of Study



UNC Charlotte-Stanly Community College General Education College Parallel Program

Applicants seeking admission to the General Education College Parallel Program must:

1. Submit a Stanly Community College Application for Admission form to the Admissions Office at Stanly Community College.
2. Provide the Admissions Office of Stanly Community College with official copies of transcripts of all high school and post high school academic work.
3. Complete Stanly Community College's placement evaluation upon notification.

In addition, candidates should have completed (or have in progress) a college preparatory, secondary school program which includes four units of English; three units of math including Algebra I, Algebra II, and geometry; two units of social studies including one unit of U.S. History; and three units of science including one physical science, one biological science, and one laboratory course. It is recommended that applicants have completed at least two units in one foreign language. Student performance should reflect a grade of "C" or better.

Decisions regarding the admission of applicants lacking the above requirements will be made on an individual basis by the Director of Admissions at Stanly Community College.

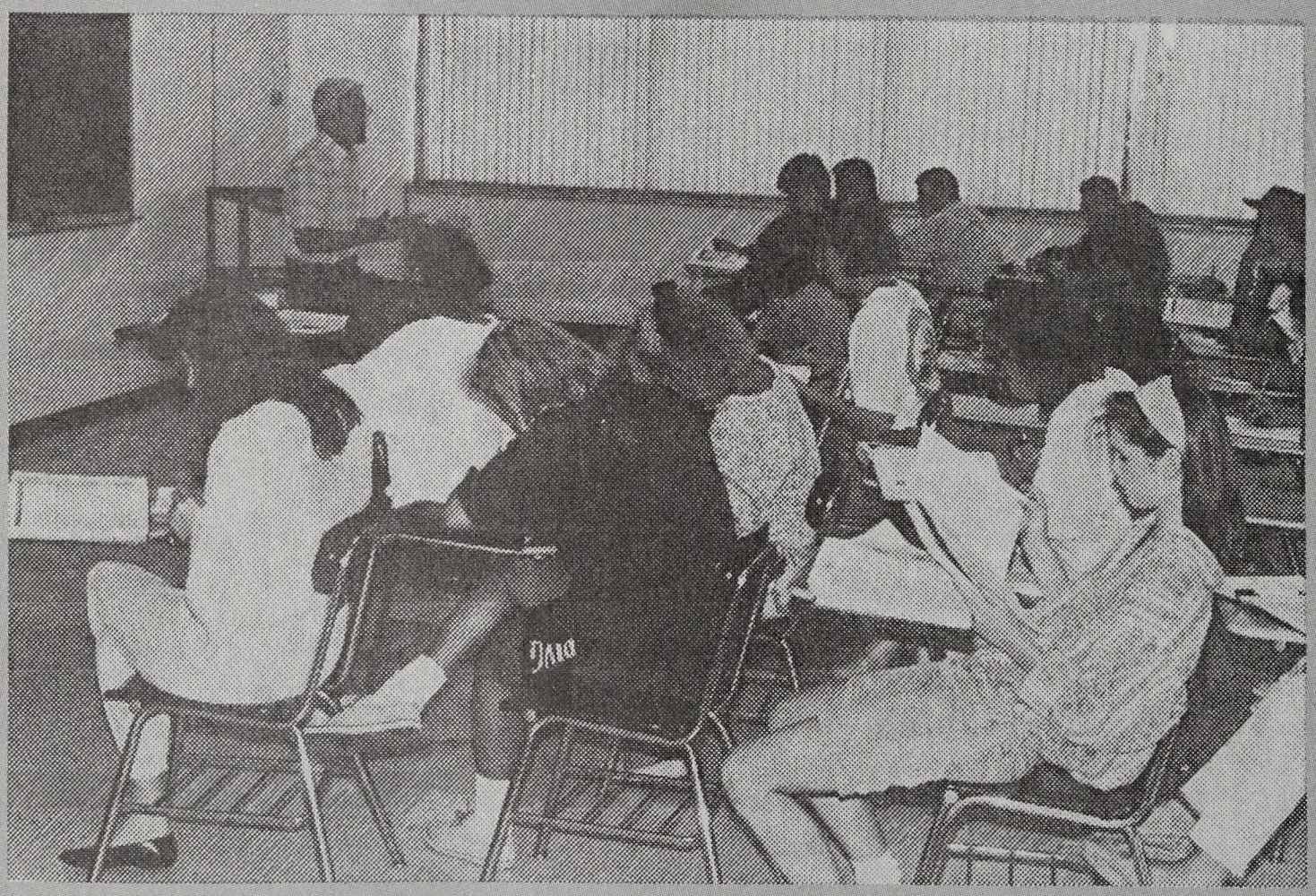
Admission policies are sufficiently flexible to permit the admission of most students with unusual or extenuating circumstances. Applicants are considered on an individual basis and on their own merit. Final decision will be based on judgment as to whether the applicant has a reasonable chance of successfully completing an academic program.

Students must have a minimum grade point of 2.00 to apply for transfer to the University of North Carolina at Charlotte. Some majors require a higher grade point average; therefore, students are encouraged to check transfer admission policies in their chosen field of study.

ADDITIONAL ADMISSION REQUIREMENTS:

Applicants must submit evidence of completion of high school Algebra II showing a minimum grade of "C". Applicants not satisfying this requirement prior to entry into the program may enroll in Stanly Community College's MAT 100 Fundamentals of Algebra, which upon completion with a grade of "C" or better will satisfy the Algebra II requirement.

PROGRAMS OF STUDY



Accounting

T 016 Associate in Applied Science Degree

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and data processing operations.

The curriculum is designed to prepare the individual for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations.

With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant and property accountant.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Hours per Week Class	Hours per Week Lab	Quarter Hours Credit
First Quarter					
ENG	0101	Grammar	3	0	3
OSC	0102	Typewriting I (Keyboarding)	3	2	4
BUS	0110	Business Math with Electronic Calculator	6	0	6
BUS	0101	Introduction to Business	3	0	3
ECO	0102	Economics I	3	0	3
ORI	0101	Principles of Active Learning	0	2	1
			18	4	20
Second Quarter					
ENG	0102	Composition	3	0	3
ACC	0120	Accounting I	4	2	5
ECO	0104	Economics II	3	0	3
BUS	0115	Business Law I	3	0	3
BUS	0125	Principles of Financial Management I	3	0	3
			16	2	17
Third Quarter					
ENG	0103	Report Writing	3	0	3
BUS	0126	Principles of Financial Management II	3	0	3
CAS	0217	Microcomputer Applications I	4	2	5
ACC	0121	Accounting II	4	2	5
BUS	0116	Business Law II	3	0	3
		General Education Elective	3	0	3
			20	4	22
Fourth Quarter					
SPH	0204	Oral Communications	3	0	3
ACC	0122	Accounting III	4	2	5
ACC	0225	Cost Accounting I	4	2	5
CSC	0102	Introduction to Data Processing	5	0	5
		Cooperative Work Experience	0	20	2
		General Education Elective	3	0	3
			19	24	23

Accounting

T 016 Associate in Applied Science Degree

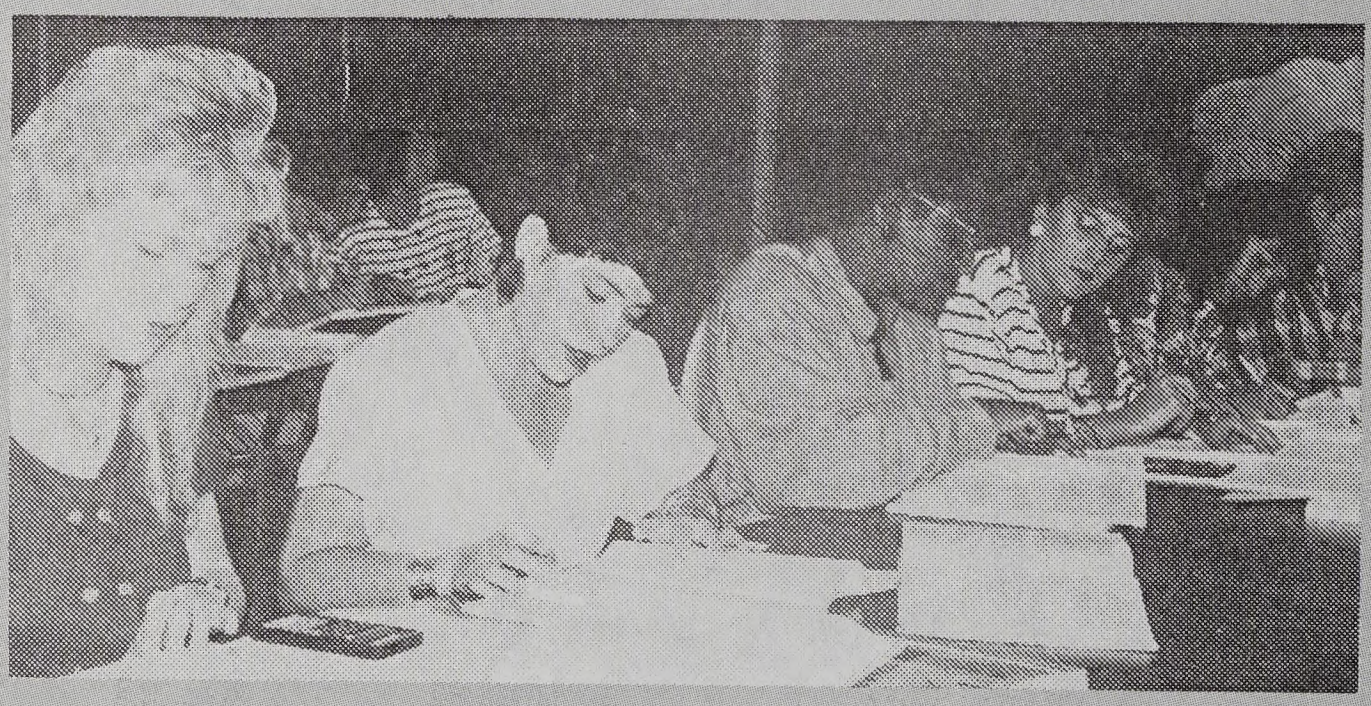
Fifth Quarter

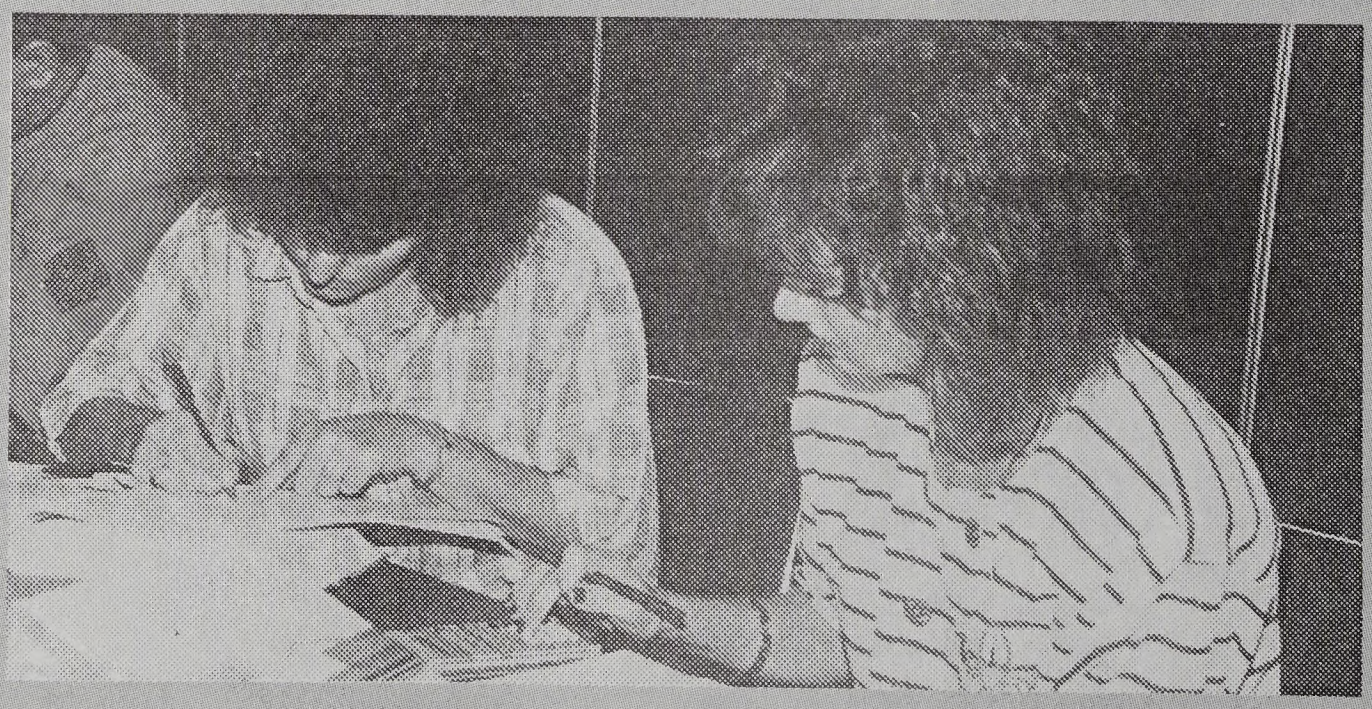
ENG	0206	Business Communication	3	0	3
ACC	0222	Intermediate Accounting I	4	2	5
ACC	0250	Payroll Accounting	3	0	3
ACC	0249	Auditing	5	0	5
		Cooperative Work Experience	0	20	2
			15	22	18

Sixth Quarter

ACC	0223	Intermediate Accounting II	4	2	5
ACC	0229	Income Taxes	6	0	6
BUS	0212	Principles of Supervision	3	0	3
ACC	0130	Microcomputer Accounting	2	2	3
		Cooperative Work Experience	0	20	2
			15	24	19

TOTAL HOURS REQUIRED FOR GRADUATION 119





Administrative Office Technology

T 030 Associate in Applied Science Degree

This curriculum prepares individuals to perform secretarial and administrative support duties in a variety of offices including those offices with computerized, automated functions.

Students in this curriculum study keyboarding and word/information processing to develop skills in the preparation of business correspondence, reports, statistical copy, manuscripts and business forms. Administrative support courses emphasize typical office tasks such as scheduling appointments, composing correspondence and performing reprographic duties. Training is also provided in analyzing and coordinating office duties and systems. Skills and knowledge are taught in the areas of electronic document storage and retrieval and computer software utilization.

Graduates of the program may be employed in offices in private business establishments involved in retailing, marketing, advertising, and manufacturing as well as offices in local, state, and federal government.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

			Hours per Week		Quarter Hours
Course Title			**Class**	**Lab**	**Credit**
First Quarter					
OSC	0102	Typewriting I (Keyboarding)	3	2	4
ENG	0101	Grammar	3	0	3
BUS	0110	Business Math With Electronic Calculator Applications	6	0	6
OSC	0112	Records Management	3	0	3
PSY	0110	Interpersonal Skills	3	0	3
ORI	0101	Principles of Active Learning	0	2	1
			18	4	20
Second Quarter					
OSC	0103	Typewriting II (Document Formatting)	3	2	4
ENG	0102	Composition	3	0	3
BUS	0115	Business Law I	3	0	3
OSC	0122	Applied Secretarial Communications	3	0	3
BUS	0114	Professional Development	3	0	3
OSC	0123	Information Processing Concepts and Applications	3	2	4
			18	4	20
Third Quarter					
OSC	0104	Typewriting III (Document Production)	3	2	4
OSC	0124	Advanced Word Processing Application	3	2	4
OSC	0106	Machine Transcription	3	2	4
SPH	0204	Oral Communications	3	0	3
OSC	0114	Administrative Office Procedures	3	2	4
			15	8	19

Administrative Office Technology

T 030 Associate in Applied Science Degree

Fourth Quarter

OSC	0216	Advanced Information Processing I	3	2	4

Completion of the above courses will earn a diploma in Administrative Office Technology

OSC	0201	Beginning Shorthand or Elective	3	2	4
BUS	0211	Office Management	3	0	3
ECO	0102	Economics I	3	0	3
		Social Science Elective	3	0	3
		Cooperative Work Experience	0	20	2
			15	24	19

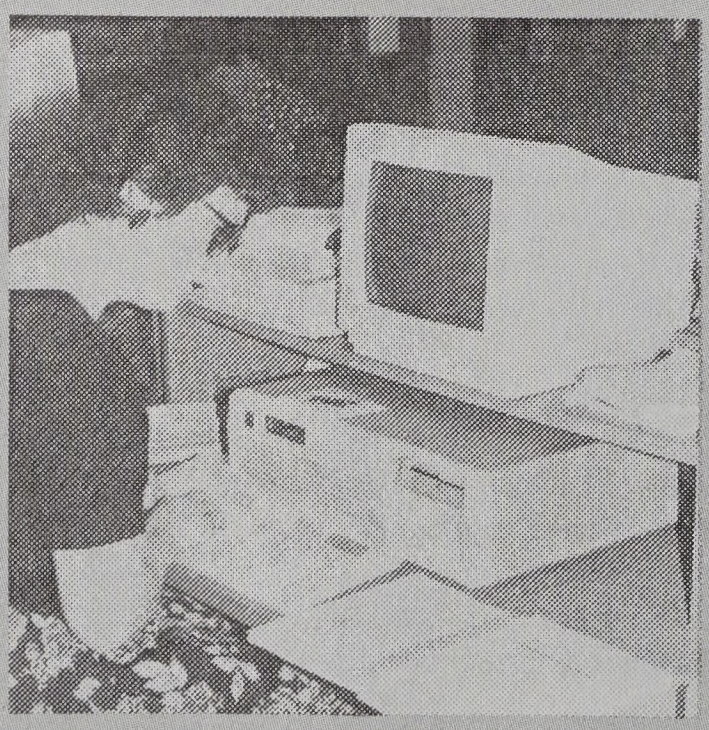
Fifth Quarter

OSC	0217	Advanced Information Processing II	3	2	4
OSC	0202	Shorthand II or OSC 0207 Machine Transcription II	3	2	4
BUS	0212	Principles of Supervision	3	0	3
ACC	0120	Accounting I	4	2	5
SSC	0103	Organizations and the Parliamentary Process	3	0	3
		Cooperative Work Experience	0	20	2
			16	26	21

Sixth Quarter

ACC	0121	Accounting II	4	2	5
OSC	0218	Office Systems	5	0	5
OSC	0203	Shorthand III or OSC 0208 Machine Transcription III	3	2	4
SOC	0102	Principles of Sociology	3	0	3
		Cooperative Work Experience	0	20	2
			15	24	19

TOTAL HOURS REQUIRED FOR GRADUATION 118



Associate Degree Nursing (Registered Nursing)

T 059 Associate in Applied Science Degree

The Associate Degree Nursing curriculum is designed to prepare graduates to integrate the principles and theories of nursing and the sciences in utilizing the nursing process in the practice of nursing. The practice of nursing by associate degree nursing graduates consists of assessing the patient's physical and mental health, including the patient's reaction to illness and treatment regimens; planning, initiating, delivering, and evaluating appropriate nursing acts; teaching, delegating to or supervising other personnel in implementing the treatment regimen; collaborating with other health care providers in determining the appropriate health care for a patient; implementing the treatment and pharmaceutical regimen prescribed by any person authorized by state law to prescribe such a regimen; providing teaching and counseling about the patient's health care; reporting and recording the plan for care, nursing care given, and the patient's response to that care; and supervising, teaching, and evaluating those who perform or are preparing to perform nursing functions.

Graduates are eligible to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a registered nurse.

Individuals desiring a career in registered nursing should take biology, algebra and chemistry courses prior to entering the program.

ADMISSIONS REQUIREMENTS

1. Submit properly completed application for admission.
2. Submit official copies of high school and college transcripts. (Submit official copies of GED scores if applicable.)

   High school or college transcripts should indicate completion of algebra, biology and chemistry with final grades of "C" or higher in each course. Applicants not having satisfied these pre-requisite courses prior to application may complete them at Stanly Community College before entering the Associate Degree Nursing program. Applicants wishing to complete these courses at other institutions should receive prior approval from the Director of Admissions at Stanly Community College.
3. Arrange through the Admissions Office of Stanly Community College to take the College's placement evaluation. Applicants must score 12th grade level performance on the placement evaluation in order to be considered for acceptance to the Associate Degree Nursing program.
4. Submit names and complete mailing addresses of three references. High school students or recent high school graduates should include a teacher or guidance counselor as a reference. Relatives may not be used as references.

Upon completion of the above admission requirements, the applicant will be scheduled for an interview with the Admissions Committee. This

Associate Degree Nursing (Registered Nursing)

T 059 Associate in Applied Science Degree

committee is composed of members of the nursing instructional staff and the Student Development staff. Those applicants selected for admission to the Associate Degree Nursing program will be given a medical form to be completed by a physician. Immunizations must be current for rubella, tetanus, diphtheria, and rubeola. Evidence of recent serology, CBC, urinalysis, and TB must also be present. The medical form must be completed in its entirety and received in the Admissions Office of Stanly Community College before the student may enroll in the Associate Degree Nursing program.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Lec	Lab	Clin	Credit
First Quarter						
ORI	0101	Principles of Active Learning	0	2	0	1
BIO	0101	Anatomy and Physiology I	4	2	0	5
PSY	0101	Principles of Psychology	3	0	0	3
NUT	0101	Nutrition and Diet Therapy	3	0	0	3
NUR	0101	Nursing Fundamentals	6	4	3	9
			16	8	3	21
Second Quarter						
BIO	0102	Human Anatomy and Physiology II	4	2	0	5
PSY	0107	Growth and Development — Life Span	3	0	0	3
MAT	0111	Drug Dosages and Measurements	2	0	0	2
NUR	0102	Nursing Adults and Children I	6	0	12	10
			15	2	12	20
Third Quarter						
BIO	0203	Advanced Physiology	3	0	0	3
ENG	0101	Grammar	3	0	0	3
NUR	0103	Nursing Adults and Children II	6	0	12	10
PHM	0105	Pharmacology	3	0	0	3
			15	0	12	19
Fourth Quarter						
BIO	0204	Microbiology	3	2	0	4
NUR	0202	Maternal and Newborn Nursing	6	0	15	11
SOC	0102	Principles of Sociology	3	0	0	3
			12	2	15	18
Fifth Quarter						
NUR	0203	Mental Health Nursing	8	0	15	13
ENG	0102	Composition	3	0	0	3
			11	0	15	16
Sixth Quarter						
NUR	0204	Nursing Adults and Children III	6	0	15	11
SPH	0204	Oral Communications	3	0	0	3
			9	0	15	14

Associate Degree Nursing (Registered Nursing)

T 059 Associate in Applied Science Degree

Seventh Quarter

NUR	0205	Nursing of Adults and Children IV	6	0	15	11
NUR	0206	Nursing Seminar	2	0	0	2
		Elective	3	0	0	3
			11	0	15	16

TOTAL HOURS REQUIRED FOR GRADUATION 124

Associate Degree Nursing (Registered Nursing)

T 059 Associate in Applied Science Degree
(For Returning Licensed Practical Nurses)

A Licensed Practical Nurse may receive advanced placement in the Associate Degree Nursing program. Full-time studies for a returning Licensed Practical Nurse will commence with summer quarter registration and will continue four consecutive quarters.

REQUIREMENTS FOR THE RETURNING LICENSED PRACTICAL NURSE SEEKING ADMISSION TO THE ASSOCIATE IN APPLIED SCIENCE DEGREE NURSING PROGRAM:

1. Submit properly completed application for admission.
2. Submit official copies of high school and college transcripts. (Submit official copies of GED scores if applicable.)

   High school or college transcripts should indicate completion of algebra, biology and chemistry with final grades of "C" or higher in each course. Applicants not having satisified these prerequisite courses prior to application may complete them at Stanly Community College before entering the Associate Degree Nursing program. Applicants wishing to complete these courses at other institutions should receive prior approval from the Director of Admissions at Stanly Community College.

   College transcripts must include evidence of satisfactory completion of a practical nursing education curriculum. Credits earned in this curriculum will be evaluated and if acceptable may qualify the applicant for advance standing in the Associate Degree Nursing program. Stanly Community College reserves the right to test an applicant on any practical nursing education course(s) involving theory or clinical.
3. Arrange through the Admissions Office of Stanly Community College to take the College's placement evaluation. Applicants must score 12th grade level performance on the placement evaluation in order to be considered for acceptance to the Associate Degree Nursing program.
4. Submit names and complete mailing addresses of three references. One reference must be that of an immediate or past nursing supervisor. Relatives may not be used as references.
5. Submit evidence of current licensure as a practical nurse.

Upon completion of the above admission requirements, the applicant will be scheduled for an appointment with the Admissions Committee. This committee is composed of members of the nursing instructional staff and the Student Development staff. Those applicants selected for admission to the Associate Degree Nursing program will be given a medical form to be completed by a physician. The medical form must be completed in its entirety and received in the Admissions Office of Stanly Community College before the student may enroll in the Associate Degree Nursing program.

6. Complete NUR 0201, Nursing Processes and Client Assessment, with a grade of "C" or higher (normally taught during spring quarter each year).

Returning Practical Nursing Education Curriculum Alternative

T 059 Associate in Applied Science Degree

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Lec	Lab	Clin	Credit
Third Quarter						
NUR	0201	Nursing Process & Client Assessment	2	2	0	3
Fourth Quarter						
BIO	0204	Microbiology	3	2	0	4
NUR	0202	Maternal and Newborn Nursing	6	0	15	11
SOC	0102	Principles of Sociology	3	0	0	3
			12	2	15	18
Fifth Quarter						
NUR	0203	Mental Health Nursing	8	0	15	13
ENG	0102	Composition	3	0	0	3
			11	0	15	16
Sixth Quarter						
NUR	0204	Nursing Adults & Children III	6	0	15	11
SPH	0204	Oral Communications	3	0	0	3
			9	0	15	14
Seventh Quarter						
NUR	0206	Nursing Seminar	2	0	0	2
NUR	0205	Nursing Adults & Children IV	6	0	15	11
		Elective	3	0	0	3
			11	0	15	16

Practical Nursing Education

V 038 Diploma

Available only for those students enrolled in the first year of the Associate Degree Nursing program. Students exercising this option must make their intent known by notifying the Chairperson of the Allied Health Department prior to the beginning of the third quarter of their studies.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Lec	Lab	Clin	Credit
First Quarter						
BIO	0101	Anatomy & Physiology I	4	2	0	5
PSY	0101	Principles of Psychology	3	0	0	3
NUT	0101	Nutrition and Diet Therapy	3	0	0	3
NUR	0101	Nursing Fundamentals	6	4	3	9
			16	6	3	20
Second Quarter						
BIO	0102	Anatomy & Physiology II	4	2	0	5
PSY	0107	Growth and Development — Life Span	3	0	0	3
MAT	0111	Drug Doses and Measurements	2	0	0	2
NUR	0102	Nursing Adults & Children I	6	0	12	10
			15	2	12	20
Third Quarter						
ENG	0101	Grammar	3	0	0	3
NUR	0103	Nursing Adults & Children II	6	0	12	10
PHM	0105	Pharmacology	3	0	0	3
			12	0	12	16
Fourth Quarter						
NUR	1108	Maternal and Newborn Nursing	3	0	9	6
NUR	1109	Nursing Adults & Children III	6	0	9	9
NUR	1106	Practical Nursing & Seminar	3	0	0	3
			12	0	18	18
		TOTAL HOURS REQUIRED FOR GRADUATION				74

ASSOCIATE DEGREE NURSING

CRITERIA FOR PROGRESSION

1. For the student to progress in the nursing program a "C" or higher must be achieved for all nursing courses (courses with a prefix BIO, NUR, NUT). Students earning less than a "C" in nursing courses will automatically be withdrawn from the nursing program. If a student received below a "C" (below 78) in either the theory or clinical components of nursing courses involving clinical experience, the theory and clinical grades will **not** be averaged and a grade of "F" will be submitted for the overall grade for the course.

Grading Scale for All NUT/NUR Courses

A — 93-100
B — 86-92
C — 78-85
F — A score of less than 78 in theory or clinical

2. In the event that a student's physical or mental health interferes with the student's academic and/or clinical performance, the nursing faculty may require the student to submit written verification of current health from an appropriate health care provider; i.e., physician, nurse practitioner, psychiatrist, or psychologist. Upon consultation with the Chairperson of the Allied Health Department and review of the professional statement of health submitted by the student, the Vice President for Student Development will continue in the program. The Vice President for Student Development will notify the student in writing of the decision.
3. In the event the student's behavior is not consistent with sound nursing practices and/or safety essential to nursing, the instructors and/or Chairperson of the Allied Health Department have the authority to immediately remove the student from the setting. Students so removed will be referred to the Vice President for Student Development for further investigation and/or possible dismissal from the Nursing program.

READMISSION TO THE NURSING PROGRAM:

Students desiring readmission to the nursing curriculum must submit an Application for Admission to the Director of Admissions and satisfy all the initial admission requirements. Students will be permitted to reenter the nursing program no more than once.

The following also will apply:

1. Students formerly enrolled in the SCC Associate Degree Nursing program withdrawing for reasons other than academic or disciplinary problems may reapply for advanced standing in the program based on space available. Students who withdraw with an F or WF in NUR, NUT, or BIO courses are not eligible for advanced standing.

ASSOCIATE DEGREE NURSING

2. Students withdrawing for academic reasons must repeat for credit all NUR courses. Any other courses in which the required grade was not earned must also be repeated.
3. Students withdrawn for disciplinary reasons must wait one year from the date of withdrawal before applying for readmission.
4. Decisions on readmission will be made on an individual basis by the Director of Admissions in consultation with the Nursing Department.

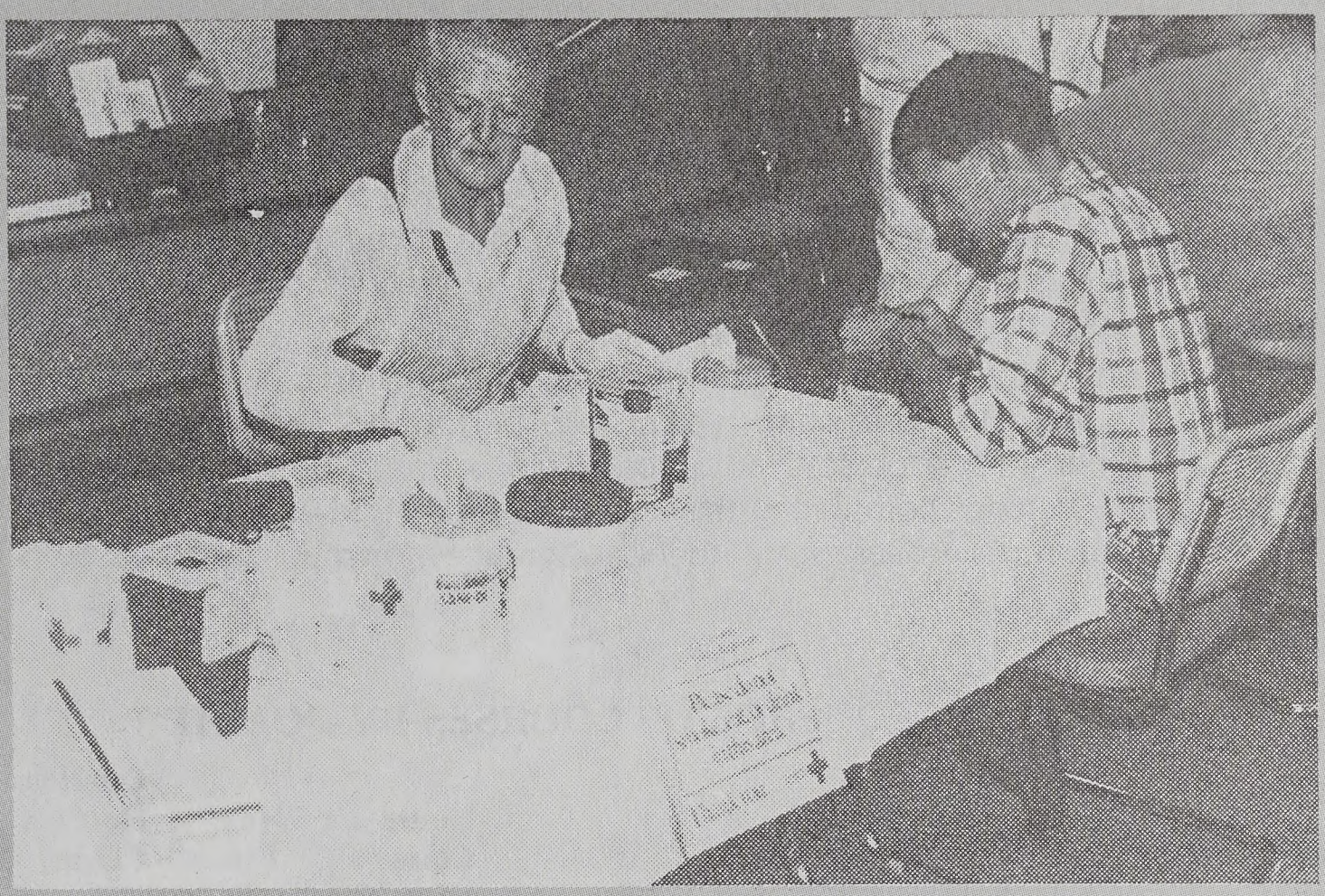
CRITERIA FOR GRADUATION:

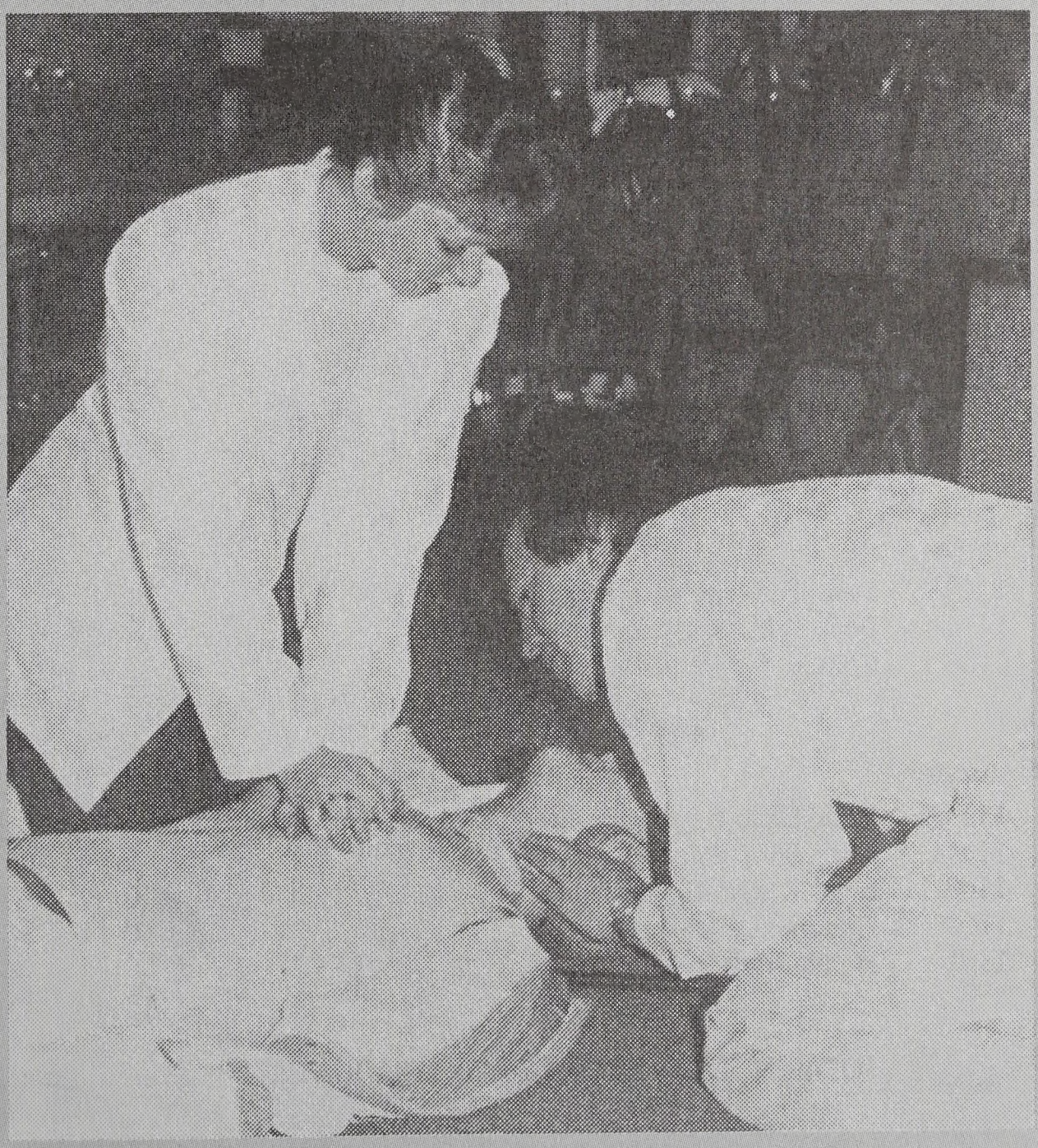
To be eligible for graduation a student must:

1. Complete all course requirements in the nursing curriculum, earning a grade of "C" or higher in the nursing courses and an overall 2.00 grade point average.
2. Pay a graduation fee at the time of registration for the last quarter.
3. Fulfill all financial obligations to the college.
4. **Be present for graduation exercises.** Graduation exercises are held at the end of the summer term on the date published in the academic calendar. In cases of unavoidable circumstances, exceptions to this requirement may be granted by the Vice President for Student Development. During graduation exercises, candidates must be dressed in proper attire, as determined by the President of the College.

LICENSURE

1. The nursing faculty must recommend a student as a candidate for the National Council Licensure Examination for Practical Nurses or for Registered Nursing based on academic achievement and professional accountability.
2. The North Carolina Board of Nursing may deny licensure to individuals convicted of a felony or any other crime involving moral turpitude.





Auto Body Repair

V 001 Diploma

The Automotive Body Repair curriculum provides training in the use of the equipment and materials of the auto body mechanic trade. The student studies the construction of the automobile body and techniques of auto body repairing, rebuilding, and refinishing.

Repairing, straightening, aligning, metal finishing and painting of automobile bodies and frames are typical jobs performed. Job titles include automobile body repairperson, automotive painter, and frame and chassis repairperson. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Hours per Week Class	Hours per Week Lab	Quarter Hours Credit
First Quarter					
AUT	1111	Auto Body Repair	6	12	10
BPR	1101	Schematics and Diagrams: Automotive Body Repair	2	2	3
WLD	1101	Basic Gas Welding	1	3	2
MAT	1101	Fundamentals of Mathematics I	4	0	4
ORI	0101	Principles of Active Learning	0	2	1
			13	19	20
Second Quarter					
AUT	1112	Automotive Body Repair	6	12	10
WLD	1105	Automotive Body Welding	2	6	4
AUT	1115	Trim and Glass Installation	1	3	2
			9	21	16
Third Quarter					
AUT	1113	Metal Finishing and Painting	6	12	10
AUT	1114A	Body Shop Application-A	3	6	5
CAS	1103	Computer Awareness	1	2	2
			10	20	17
Fourth Quarter					
AUT	1114B	Body Shop Application-B	3	6	5
AUT	1114C	Body Shop Application-C	2	6	4
BUS	1103	Small Business Operation	3	0	3
ENG	1102	Communication Skills	3	0	3
PSY	1101	Human Relations	3	0	3
			14	12	18

TOTAL HOURS REQUIRED FOR GRADUATION 71

Basic Law Enforcement Training

T 189 Curriculum Certificate Program

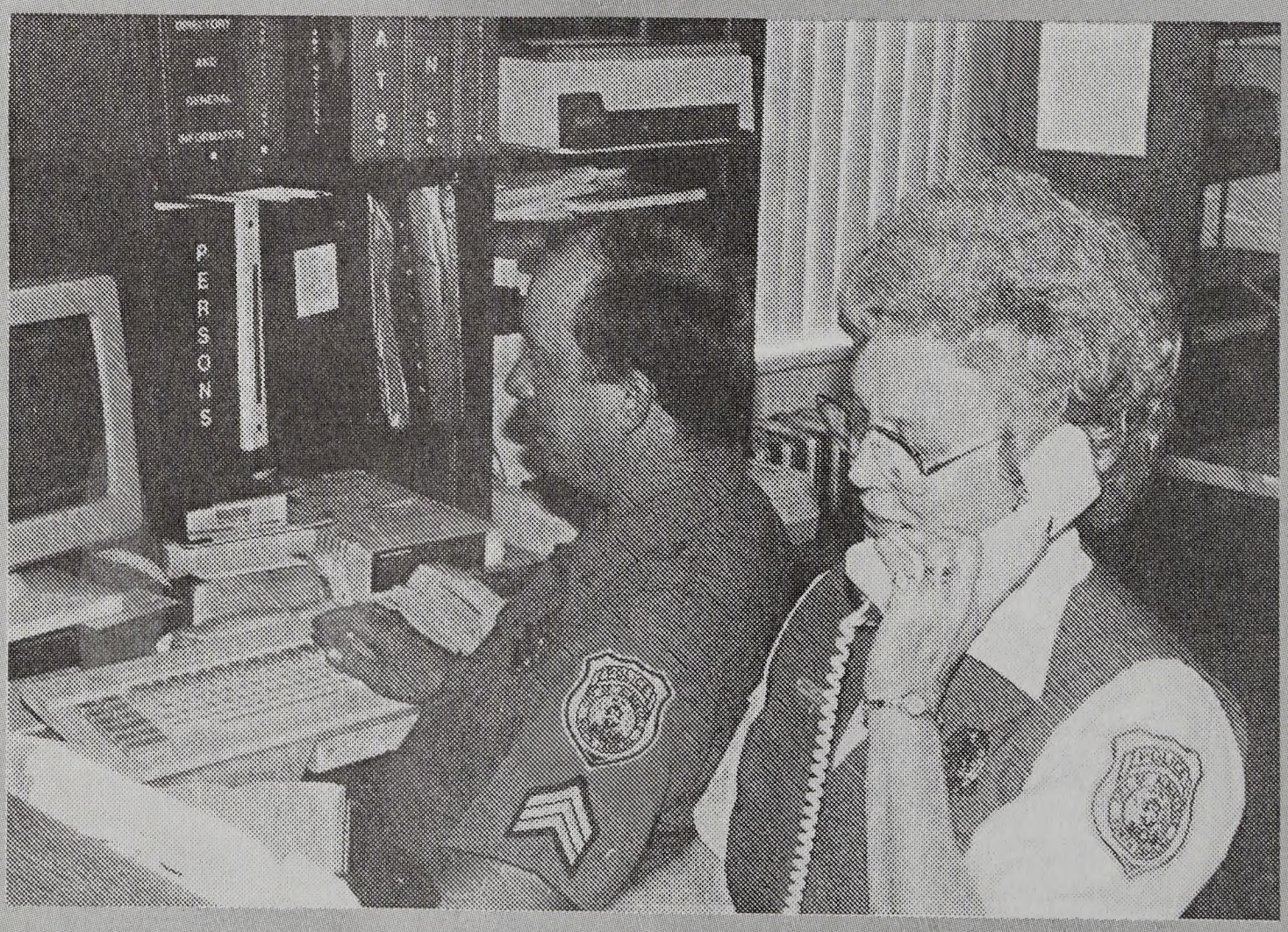
The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Training Law Enforcement Officers certificate examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or it prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina Sheriffs' Education and Training Standards Commission. Successful completion of this curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and/or the Sheriffs' Commission. The student satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge and skills to function as an inexperienced law enforcement officer.

Job opportunities are available with state, county and municipal governments in North Carolina. In addition, knowledge, skills and abilities acquired in this course of study qualify one for job opportunities with private enterprises in such areas as industrial, retail and private security.

ADDITIONAL ADMISSION REQUIREMENTS:

Minimum age restrictions apply. Contact the Admissions Office for more information.

CJC 0100 Basic Law Enforcement Training Credit 25 (15-30)



Biomedical Equipment Technology

T 0158 Associate in Applied Science Degree

The Biomedical Equipment Technology curriculum prepares individuals to install, operate, repair, and maintain electronic equipment such as X-ray machines, incubators, electronic thermometers, pacemakers, radio frequency devices, cardiac pressure monitors, sterilizers, operating room lamps and tables, automatic culture counters, and pulmonary equipment. The biomedical technician may also be called upon to maintain or make emergency repairs on surgical equipment in the hospital operating room, to instruct hospital personnel in the correct use of equipment, and to be involved in evaluation and testing of new electromedical devices.

ADDITIONAL ADMISSION REQUIREMENT:

Successful completion of high school algebra. This requirement may be met by completing MAT 0150 Pre-Algebra at Stanly Community College.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

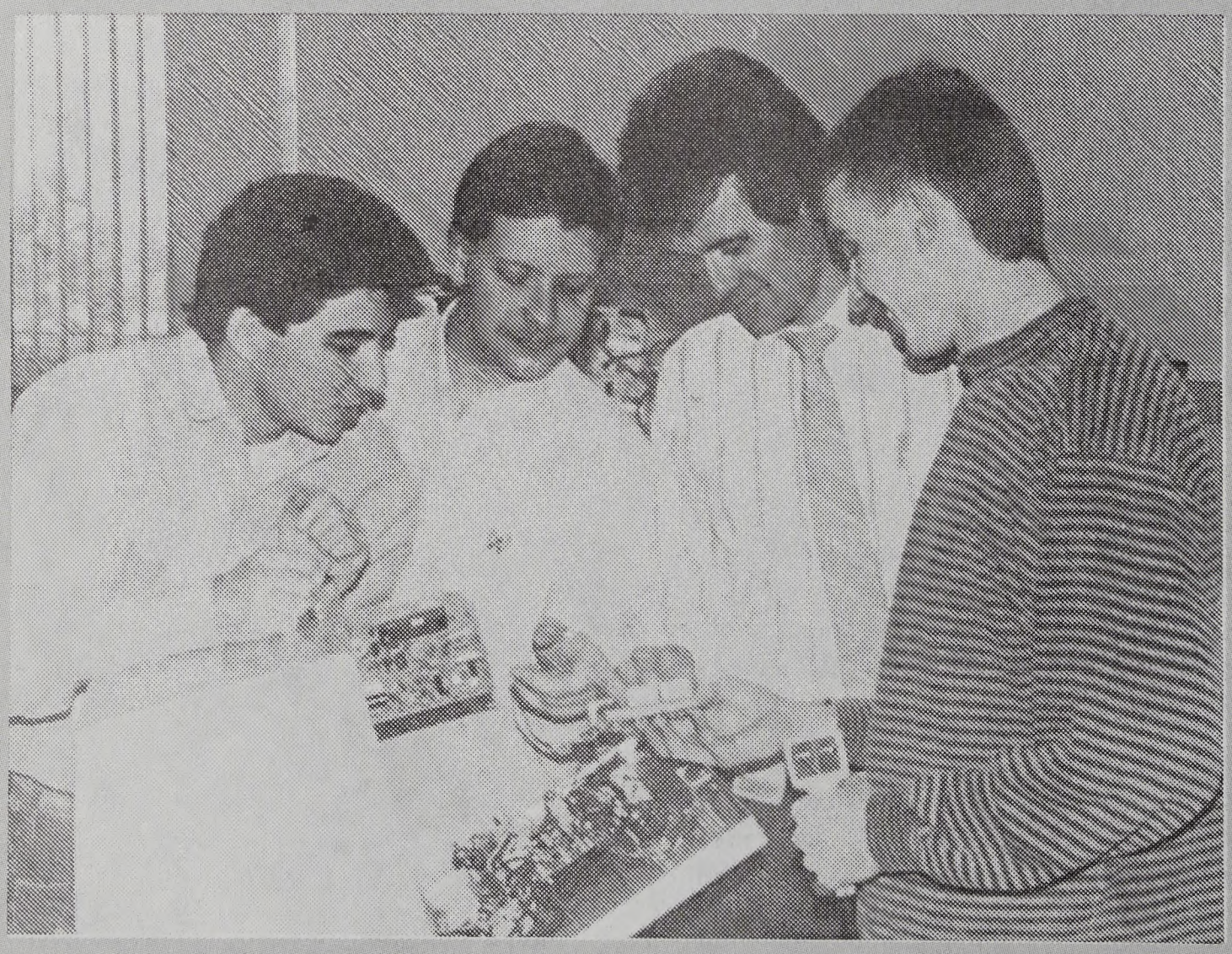
Course Title			Class	Lab	Credit
First Quarter					
ELC	0111	Electrical Fundamentals I	3	6	6
MAT	0100	Fundamentals of Algebra	6	0	6
ENG	0101	Grammar	3	0	3
BIO	0104	Human Anatomy and Physiology/Medical Terminology I	2	2	3
ELN	0121	BMET at Work: Introduction to the Hospital and Industry	2	0	2
ORI	0101	Principles of Active Learning	0	2	1
			16	10	21
Second Quarter					
ELC	0120	Electrical Fundamentals II	3	6	6
MAT	0101	Technical Mathematics I	5	0	5
BIO	0105	Human Anatomy and Physiology/Medical Terminology II	2	2	3
CSC	0200	BASIC Language	4	2	5
			14	10	19
Third Quarter					
ELN	0130	Semiconductor Devices	3	6	6
ELN	0123	Laboratory Practices	1	3	2
CHM	0101	Chemistry	3	2	4
SOC	0204	Social Psychology for the Health Services	3	0	3
MAT	0102	Technical Mathematics II	5	0	5
			15	11	20
Fourth Quarter					
ELN	0141	Control Devices	3	6	6
ELN	0240	Introduction to Medical Instrumentation	2	3	3
PHY	0101	Physics: Properties of Matter	3	2	4
ENG	0102	Composition	3	0	3
			11	11	16

Biomedical Equipment Technology

T 0158 Associate in Applied Science Degree

Fifth Quarter					
ELN	0224	Digital Electronics — BMT	2	6	5
ELN	0225	Microprocessors — BMT	2	4	4
ELN	0237	Medical Instrumentation I	3	4	5
ELN	0242	X-Ray Equipment I	3	4	5
			10	18	19
Sixth Quarter					
ENG	0103	Report Writing	3	0	3
ELN	0239	Medical Instrumentation II	3	4	5
ELN	0244	Laser Fundamentals	1	2	2
ELN	0243	X-Ray Equipment II	3	4	5
ELN	0245	Biomedical Troubleshooting Techniques	3	4	5
			13	14	20
Seventh Quarter					
ELN	0249	Medical Laser Equipment	2	2	3
ELN	0202	Seminar	1	0	1
ELN	0201	Internship	0	24	2
SPH	0204	Oral Communications	3	0	3
		Social Science Elective	3	0	3
			9	26	12

TOTAL HOURS REQUIRED FOR GRADUATION 127



Business Administration

T 018 Associate in Applied Science Degree

The Business Administration curriculum is designed to prepare an individual for entry into middle-management occupations in various businesses and industries. The curriculum provides an overview of the business and industrial world, its organization and management.

The purpose of the curriculum will be fulfilled through courses designed to develop competency in understanding the principles of organization and management in business operations, utilizing modern techniques to make decisions, understanding the economy through study and analysis of the role of production and marketing, communicating orally and in writing, and interpersonal relationships.

Through these skills and through the development of personal competencies and qualities, the individual will be able to function effectively in middle-management activities in business or industry.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Class	Lab	Credit
First Quarter					
ENG	0101	Grammar	3	0	3
OSC	0102	Typewriting I (or elective)	3	2	4
BUS	0110	Business Mathematics with Electronic Calculator Application	6	0	6
ECO	0102	Economics I	3	0	3
BUS	0101	Introduction to Business	3	0	3
ORI	0101	Principles of Active Learning	0	2	1
			18	4	20
Second Quarter					
ACC	0120	Accounting I	4	2	5
ENG	0102	Composition	3	0	3
BUS	0115	Business Law I	3	0	3
BUS	0125	Principles of Financial Management I	3	0	3
ECO	0104	Economics II	3	0	3
			16	2	17
Third Quarter					
ENG	0103	Report Writing	3	0	3
ACC	0121	Accounting II	4	2	5
BUS	0126	Principles of Financial Management II	3	0	3
PSY	0101	Principles of Psychology	3	0	3
BUS	0116	Business Law II	3	0	3
			16	2	17
Fourth Quarter					
SPH	0204	Oral Communications	3	0	3
ACC	0122	Accounting III	4	2	5
CSC	0102	Introduction to Data Processing	5	0	5
MKT	0245	Retailing	3	0	3
		Cooperative Work Experience	0	20	2
			15	22	18

Business Administration

T 018 Associate in Applied Science Degree

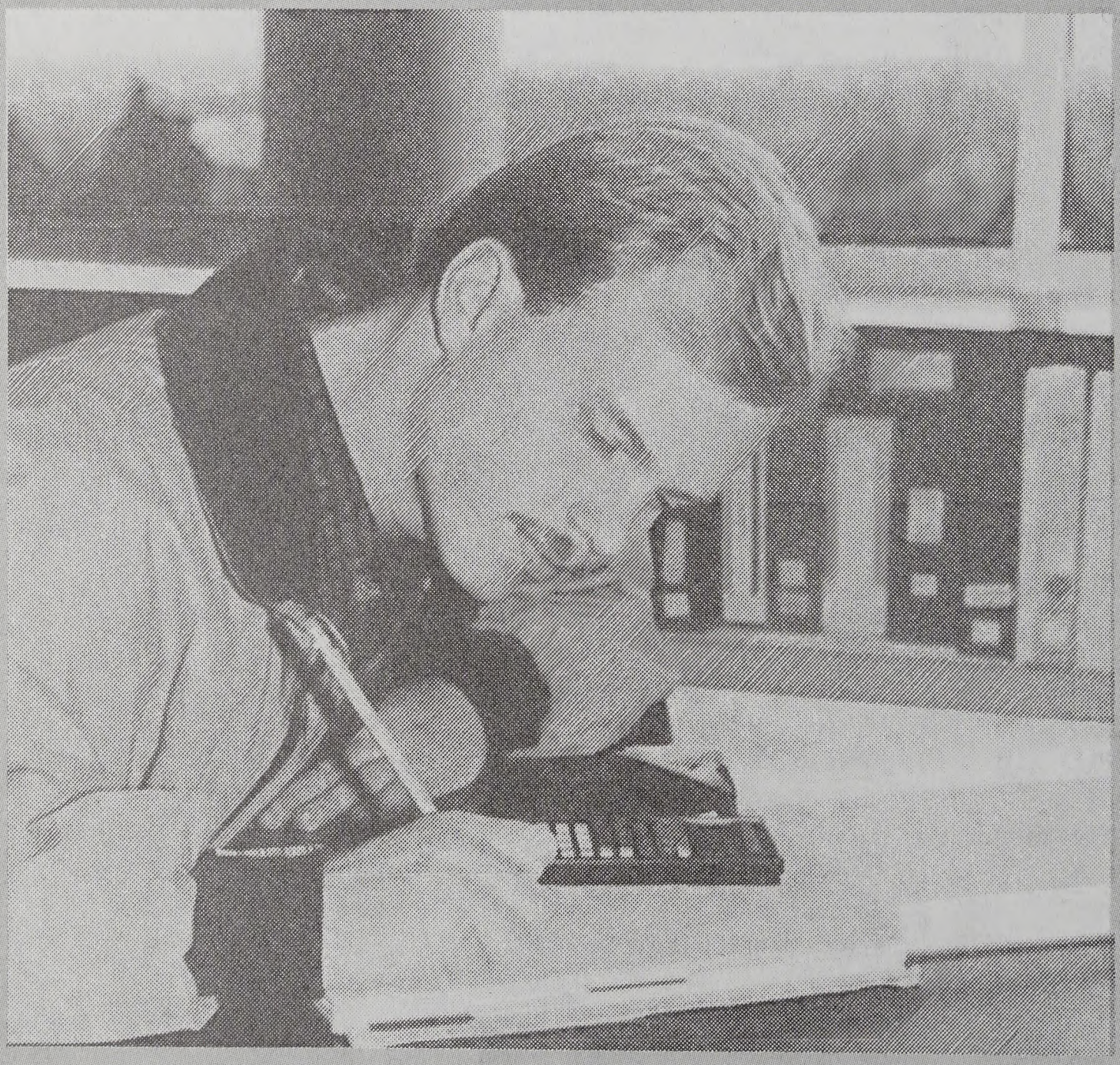
Fifth Quarter

ENG	0206	Business Communications	3	0	3
BUS	0241	Managing Conflict in Business & Industry	3	0	3
MKT	0239	Marketing	6	0	6
CSC	0200	BASIC Language	4	2	5
		Business Elective	3	0	3
		Cooperative Work Experience	0	20	2
			19	22	22

Sixth Quarter

ACC	0229	Income Taxes	6	0	6
BUS	0212	Principles of Supervision	3	0	3
BUS	0242	Business Decisions	3	0	3
CAS	0217	Microcomputer Application I	4	2	5
		Cooperative Work Experience	0	20	2
BUS	0240	Small Business Management	3	0	3
			19	22	22

TOTAL HOURS REQUIRED FOR GRADUATION 116



Business Computer Programming

T 022 Associate in Applied Science Degree

The primary objective of the Business Computer Programming curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts, data processing techniques, business operations, logic, flow charting, programming procedures and language and types, uses and operation of equipment.

Entry-level jobs as computer programmer and computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer manager, systems analyst and systems manager.

ADDITIONAL ADMISSION REQUIREMENT:

Successful completion of high school algebra. This requirement may be met by completing MAT 0150 Pre-Algebra at Stanly Community College.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Class	Lab	Credit
First Quarter					
ORI	0101	Principles of Active Learning	0	2	1
OSC	0100	Keyboarding	1	2	2
ENG	0101	Grammar	3	0	3
CSC	0102	Introduction to Data Processing	5	0	5
CSC	0200	BASIC Programming	4	2	5
BUS	0101	Introduction to Business	3	0	3
			16	6	19
Second Quarter					
ACC	0120	Accounting I	4	2	5
ENG	0102	Composition	3	0	3
MAT	0100	Fundamentals of Algebra	6	0	6
CSC	0209	RPG II Programming	4	2	5
			17	4	19
Third Quarter					
ACC	0121	Accounting II	4	2	5
ENG	0103	Report Writing	3	0	3
CSC	0210	Advanced RPG II Programming	4	2	5
CAS	0217	Microcomputer Application I	4	2	5
CSC	0215	Data Communications	3	0	3
			18	6	21
Fourth Quarter					
SPH	0204	Oral Communications	3	0	3
CSC	0108	COBOL Programming	4	2	5
CAS	0218	Microcomputer Application II	4	2	5
ECO	0102	Economics I	3	0	3
		Social Science Elective	3	0	3
		Cooperative Work Experience	0	20	2
			17	24	21

Business Computer Programming

T 022 Associate in Applied Science Degree

Fifth Quarter

ENG	0206	Business Communications	3	0	3
CSC	0206	System Design	5	0	5
CSC	0208	Advanced COBOL Programming	4	2	5
CSC	0212	DataBase Design	3	0	3
		Cooperative Work Experience	0	20	2
			15	22	18

Sixth Quarter

CAS	0207	Application Programming	4	2	5
CSC	0211	Operating Systems (DOS/OCL)	4	2	5
		Technical Elective	3	2	4
		Social Science Elective	3	0	3
		Cooperative Work Experience	0	20	2
			14	26	19

TOTAL HOURS REQUIRED FOR GRADUATION 117

Computer Engineering Technology

T 040 Associate in Applied Science Degree

This program is intended to provide the skills required to install, service and maintain computers, microprocessor and computer controlled equipment and computer peripheral devices.

The curriculum provides training in both the hardware and software areas of the computer field.

A sequence of introductory hardware courses provides the student with a strong background in physics, technical mathematics, electricity, electronics and digital logic circuits and concepts. Advanced course work provides a detailed study of: the logic of the central processing unit, the operation of integrated circuits in the central processing unit, the operation and use of integrated circuit memory devices and the interfacing of the central processing unit to memory devices. Additional studies cover interfacing the central processing unit to external devices using both serial and parallel data transfer, the operation of large scale integration programmable interface units and their interfacing with the central processing unit, and the operation of computer peripheral devices such as video displays, printers, floppy disk storage systems, magnetic tape units, keyboards and the techniques of converting signal between the analog and digital forms.

The programming course work provides a sequence of study stressing good program techniques, structured programming and program documentation. Rather than being familiar with a large number of programming languages, the student is expected to learn well a highly structured language, such as C, and an assembly language. The importance of assembly language to the understanding of the operation of the central processing unit and the related computer units is stressed. Computer operating system concepts are discussed to provide a unified view of the hardware and software aspects of the computer system.

ADDITIONAL ADMISSION REQUIREMENT:

Successful completion of high school algebra. This requirement may be met by completing MAT 0150 Pre-Algebra at Stanly Community College.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Class	Lab	Clin	Credit
First Quarter						
ELC	0111	Electrical Fundamentals I	3	6		6
ENG	0101	Grammar	3	0		3
MAT	0100	Fundamentals of Algebra	6	0		6
CAS	0100	CET Computer Applications	1	4		3
ORI	0101	Principles of Active Learning	0	2		1
			13	12		19

Computer Engineering Technology

T 040 Associate in Applied Science Degree

Second Quarter

ELC	0120	Electrical Fundamentals II	3	6	6
ENG	0102	Composition	3	0	3
MAT	0101	Technical Mathematics I	5	0	5
CSC	0103	C Programming Language	2	4	4
			13	10	18

Third Quarter

ELN	0130	Semiconductor Devices	3	6	6
MAT	0102	Technical Mathematics II	5	0	5
CSC	0104	Advanced C Programming Language	2	4	4
PHY	0101	Physics: Properties of Matter	3	2	4
			13	12	19

Fourth Quarter

ELN	0141	Control Devices	3	6	6
DFT	0120	Introduction to Computer Aided Design	2	4	4
ELN	0140	Electronic Instrumentation	4	2	5
ELN	0147	Computer Circuits I	4	2	5
			13	14	20

Fifth Quarter

ELN	0247	Computer Circuits II	4	2	5
ELN	0214	Computer Technology I	4	2	5
ENG	0103	Report Writing	3	0	3
		Social Science Elective	3	0	3
			14	4	16

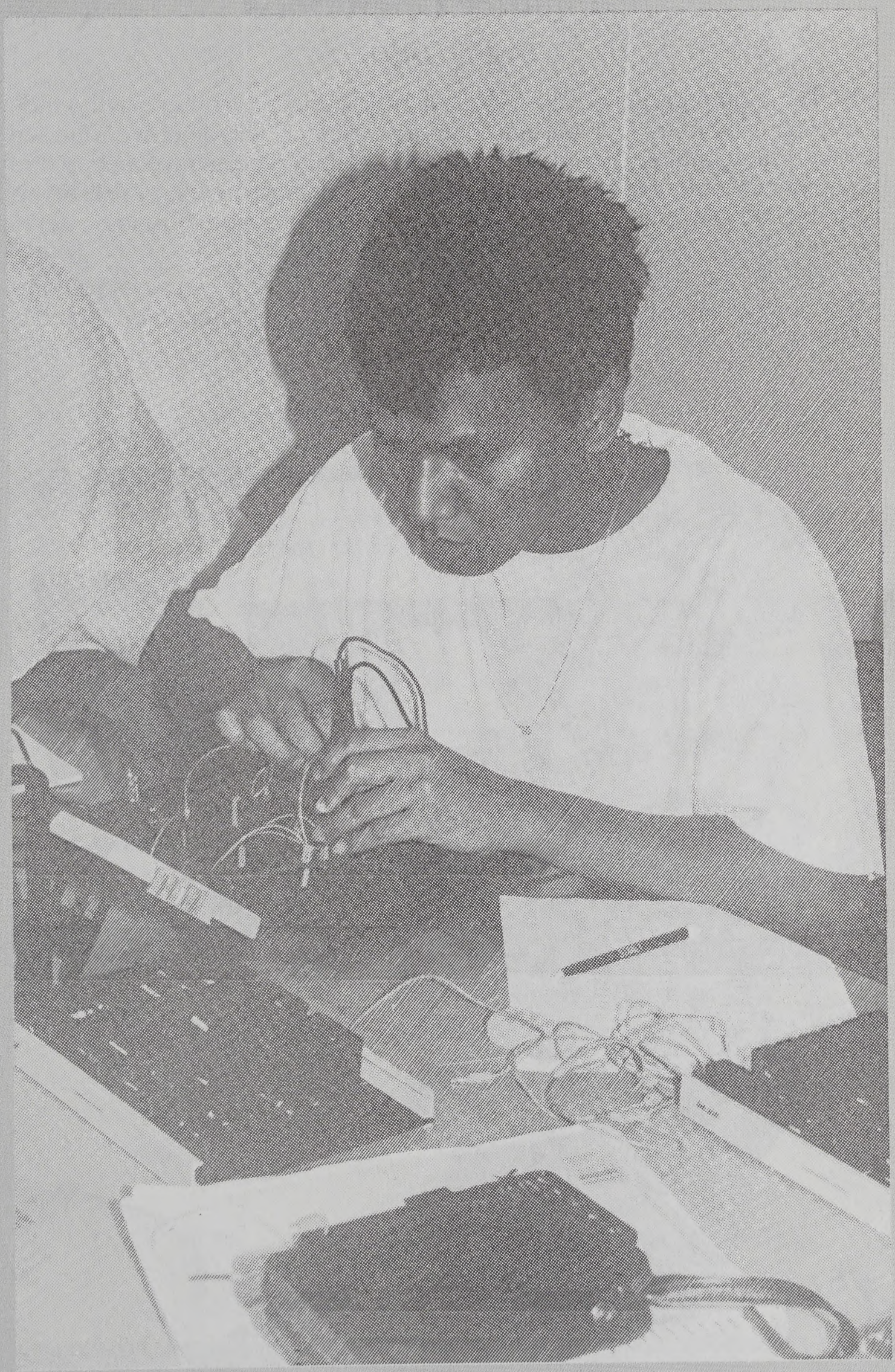
Sixth Quarter

ELN	0250	Computer Technology II	3	2	4
SPH	0204	Oral Communications	3	0	3
CSC	0235	Machine/Assembly Language Programming	2	2	3
CSC	0231	Operating Systems	3	0	3
		Technical Elective	2	4	4
			13	8	17

Seventh Quarter

ELN	0248	Computer & Peripheral Maintenance	3	2	4
ELN	0246	Computer Architecture	2	4	4
ELN	0233	Special Topics	2	4	4
		Social Science Elective	3	0	3
			10	10	15

TOTAL CREDIT HOURS 124

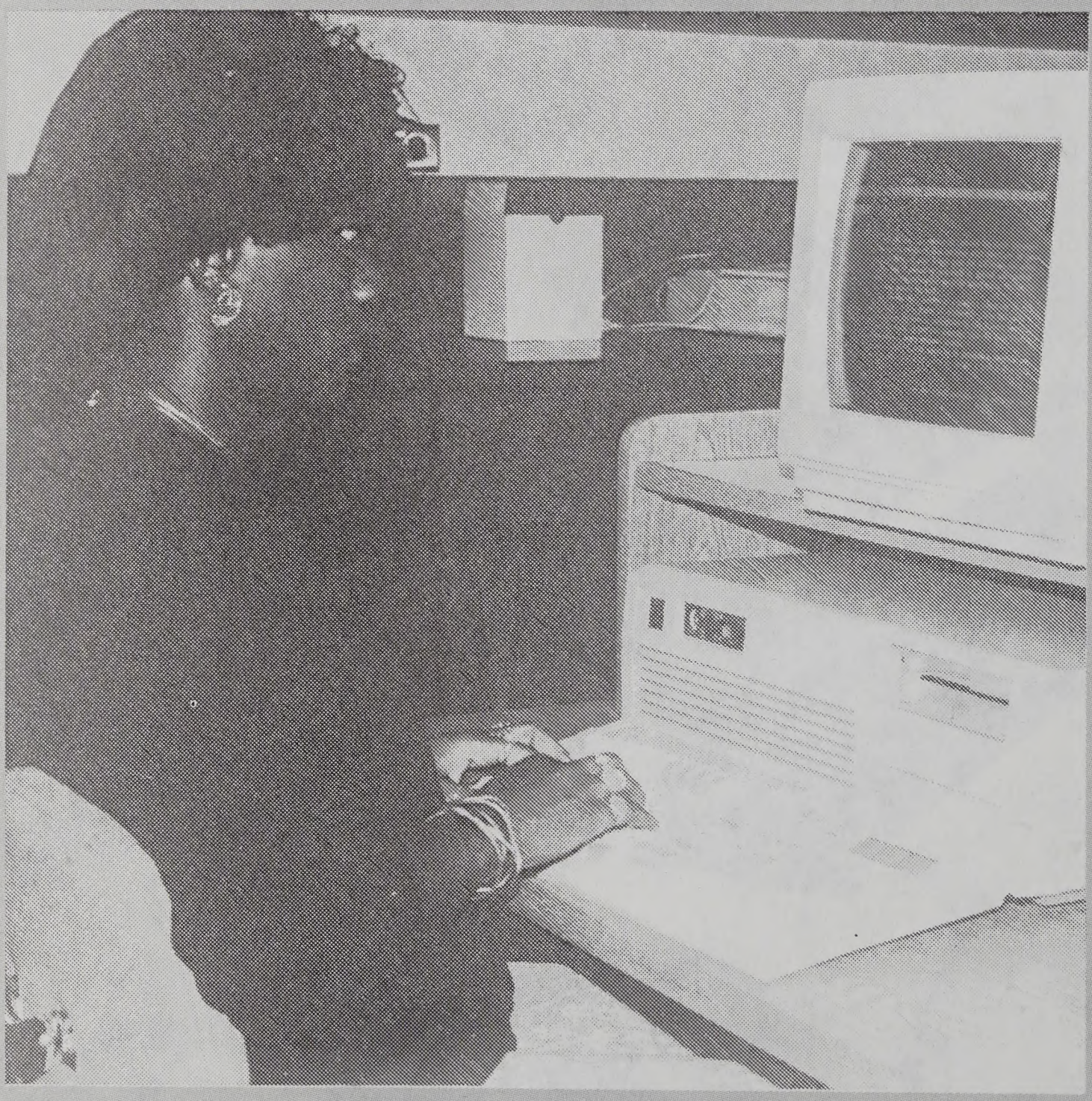


Computer Operations

V 012 Diploma

The Computer Operations curriculum is designed to prepare the individual for gainful employment as a computer operator. This objective is fulfilled through study and application in areas such as data processing concepts and equipment, computer console operations and data processing applications with related study in mathematics, communications and business-related courses.

Graduates may find employment in businesses and industries as computer and terminal operators or other related jobs in the computer/operations areas.



Computer Operations

V 012 Diploma

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Class	Lab	Credit
First Quarter					
ORI	0101	Principles of Active Learning	0	2	1
CSC	0102	Introduction to Data Processing	5	0	5
CSC	0200	BASIC Programming	4	2	5
BUS	0110	Business Mathematics with Electronic Calculator Applications	6	0	6
BUS	0101	Introduction to Business	3	0	3
			18	4	20
Second Quarter					
ENG	0101	Grammar	3	0	3
OSC	0100	Keyboarding	1	2	2
CAS	0217	Microcomputer Application I	4	2	5
CSC	0209	RPG II Programming	4	2	5
			12	6	15
Third Quarter					
CSC	0100	Computer Operations I	2	2	3
ENG	0102	Composition	3	0	3
ACC	0120	Accounting I	4	2	5
CSC	0211	Operating Systems	4	2	5
		Cooperative Work Experience	0	20	2
			13	26	18
Fourth Quarter					
ENG	0103	Report Writing	3	0	3
CSC	0101	Computer Operations II	3	2	4
CSC	0204	Systems Study	3	0	3
CAS	0218	Microcomputer Application II	4	2	5
		Cooperative Work Experience	0	20	2
			13	24	17
		TOTAL HOURS REQUIRED FOR GRADUATION			70

Cosmetology

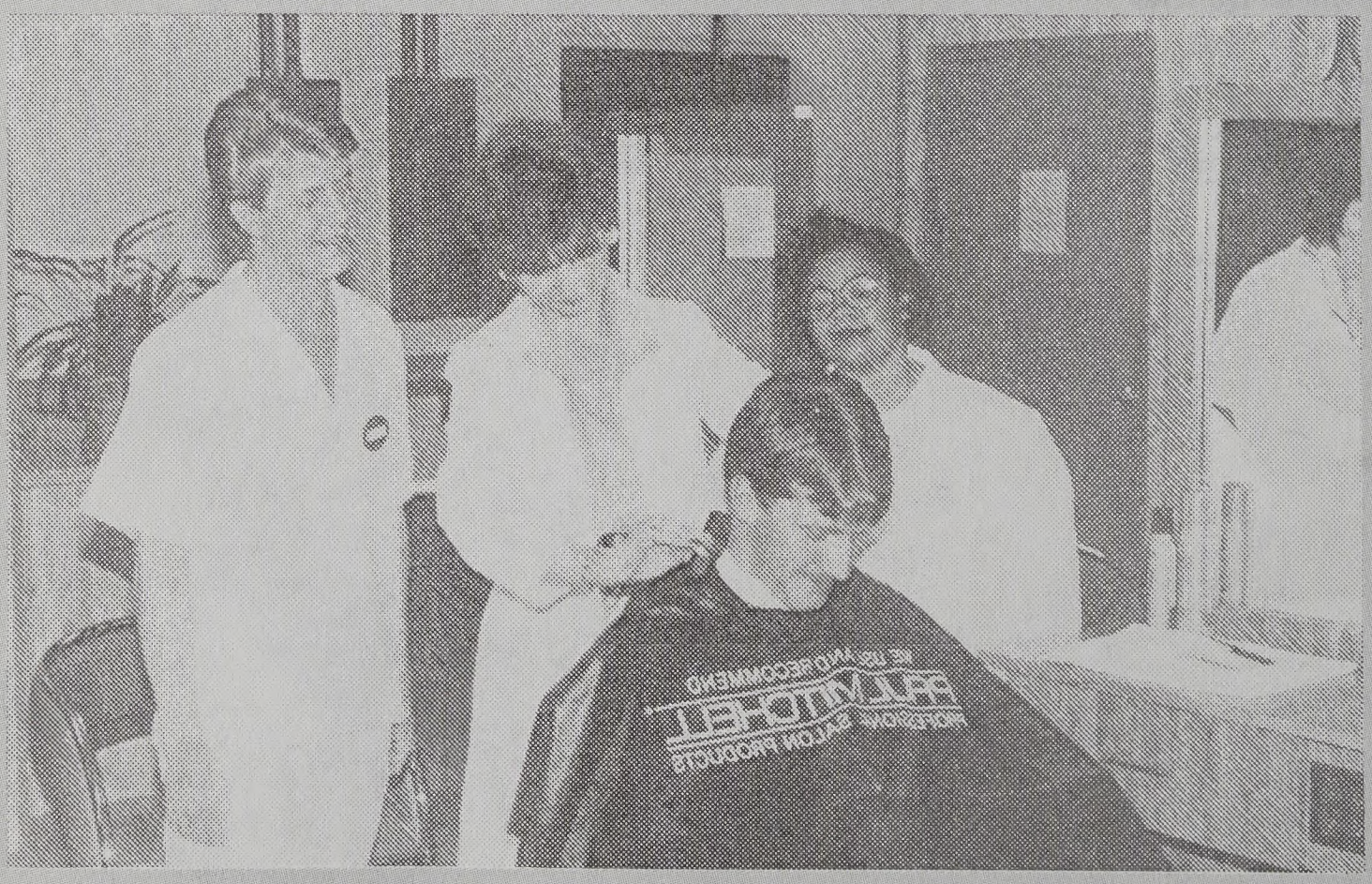
V 009 Diploma/Advanced Diploma

The field of Cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling, and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Arts, a license is given. The cosmetologist is called upon to advise men and women on problems of makeup and care of the hair, skin and hands including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Class	Lab	Credit
First Quarter					
COS	1011	Cosmetology Study/Mannequin Practice I	7	21	14
MAT	1110	Math for Cosmetology	2	0	2
ORI	1000	Orientation & Study Skills for Cosmetology	1	0	1
			10	21	17
Second Quarter					
COS	1012	Cosmetology Study/Applications II	6	21	13
RED	1110	Reading & Communication Skills for Cosmetologists	3	0	3
			9	21	16



Cosmetology

V 009 Diploma/Advanced Diploma

Third Quarter

COS	1013	Cosmetology Study/Applications III	6	21	13
BUS	1106	Salon Management	3	0	3
			9	21	16

Fourth Quarter

COS	1014	Cosmetology Study/Applications IV	6	21	13
PSY	1101	Human Relations	3	0	3
			9	21	16

Fifth Quarter

COS	1015	Cosmetology Study/Applications V	6	21	13

*TOTAL HOURS REQUIRED FOR DIPLOMA 65

**TOTAL HOURS REQUIRED FOR ADVANCED DIPLOMA 78

*At the end of the fourth quarter a student may elect to exit and take the examination for a Registered Apprentice license provided the student has completed 1200 cosmetology contact hours. After passing the exam and paying the required fee, the student must work a six-month apprenticeship.

**After a student has completed 1500 cosmetology contact hours (at the end of the fifth quarter), the apprenticeship required is waived. A student may take the state board exam and receive a registered Cosmetology license upon passing the exam and paying the required fee.

BEGINNERS' DEPARTMENT

Students shall spend three hundred (300) hours in this department before entering the advanced department and shall not work on members of the public during this 300 hours. The hours earned in this department shall be devoted to Cosmetology Study and Mannequin Practice (First Quarter).

ADVANCED DEPARTMENT

The hours earned in the Advanced Department shall be devoted to the second, third, fourth, and fifth quarter studies and live model performance completions. Work in this department may be done on the public. Students with less than 300 hours shall not work in this department.

COSMETOLOGY INSTRUCTOR TRAINING PROGRAM

This cosmetology instructor training program provides a course of study for learning the skills needed to teach the theory and practices of cosmetology as required by the North Carolina State Board of Cosmetic Arts. A licensed cosmetologist who has practiced as a registered cosmetologist in an approved beauty salon for at least six months is eligible to take this program (see eligibility requirements on NC State Board of Cosmetic Arts Requirements for Cosmetology Instructor Training). Completion of the program qualifies

Cosmetology

V 009 Diploma/Advanced Diploma

the licensed cosmetologist to take the examination given by the North Carolina State Board of Cosmetic Arts Examiners.

The subject matter includes a review of requirements for becoming a cosmetology instructor; introduction of teaching theory, methods and aids; actual practice teaching experiences; and development of evaluation instruments. Included in this program will be the preparation of daily lesson plans for teaching theories and managing clinical activities. Instructor trainees will conduct classes and practical demonstrations under the supervision of a licensed instructor.

Completion of this program and passing the North Carolina State Board of Cosmetic Arts examination qualifies one as cosmetology instructor. The courses to complete this program are as follows:

Course		Title	Class	Lab	Credit
COS	3004	Cosmetology Instructor Training	4	33	15
COS	3005	Cosmetology Instructor Training: Practicum	4	33	15

Cosmetology

V 009

(Diploma Program Offered at Monroe Beauty College by Carolina Beauty Systems)

The field of cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling, and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Art, a license is given. The cosmetologist is called upon to advise men and women on problems of makeup and care of the hair, skin and hands including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Class	Lab	Credit
First Quarter					
COS	1001	Cosmetology Study/Practice I	5	35	16
ENG	1102	Communication Skills	3	0	3
			8	35	19
Second Quarter					
COS	1002	Cosmetology Study/Applications II	5	35	16
PSY	1101	Human Relations	3	0	3
			8	35	19
Third Quarter					
COS	1003	Cosmetology Study/Applications III	5	35	16
BUS	1103	Business Operations	3	0	3
			8	35	19
Fourth Quarter					
COS	1004	Cosmetology Study/Applications IV	5	35	16
BUS	1104	Cosmetic Sales and Marketing	3	0	3
			8	35	19
		TOTAL HOURS REQUIRED FOR GRADUATION			76
Part A					
COS	1001A	Cosmetology Study/Practice I	3	17	8
COS	1002A	Cosmetology Study/Applications II	3	17	8
COS	1003A	Cosmetology Study/Applications III	3	17	8
COS	1004A	Costmeology Study/Applications IV	3	17	8
Part B					
COS	1001B	Cosmetology Study/Practice I	2	18	8
COS	1002B	Cosmetology Study/Applications II	2	18	8
COS	1003B	Cosmetology Study/Applications III	2	18	8
COS	1004B	Cosmetology Study/Applications IV	2	18	8

Criminal Justice – Protective Services Technology

T 129 Associate in Applied Science Degree

The Criminal Justice Technology curriculum is designed so that it may be a multi-faceted program of study. It may consist of study options in corrections, law enforcement and security services.

The curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of correctional services, law enforcement services and security services. It includes subjects such as interpersonal communications, law, psychology and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a two-year correctional services program such as confinement facility administration, correction law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a two-year law enforcement services program such as criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity

Criminal Justice – Protective Services Technology

T 129 Associate in Applied Science Degree

to study other generally accepted subjects related to a two-year security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems and surveillance.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail and private security.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Class	Lab	Credit
First Quarter					
ENG	0101	Grammar	3	0	3
OSC	0102	Typewriting I (Keyboarding)	3	2	4
CJC	0101	Introduction to Criminal Justice	5	0	5
BUS	0110	Business Math with Electronic Calculator Application	6	0	6
ORI	0101	Principles of Active Learning	0	2	1
			17	4	19
Second Quarter					
ENG	0102	Composition	3	0	3
SOC	0102	Principles of Sociology	3	0	3
CJC	0103	Introduction to Corrections	5	0	5
CJC	0117	Criminal Law	5	0	5
CAS	0103	Computer Awareness	1	2	2
			17	2	18
Third Quarter					
ENG	0103	Report Writing	3	0	3
CJC	0160	Criminal Investigation	5	0	5
CJC	0150	Community Relations and Ethics	5	0	5
CHM	0101	Chemistry	3	2	4
POL	0150	American Government	3	0	3
			19	2	20
Fourth Quarter					
SPH	0204	Oral Communications	3	0	3
CJC	0245	Criminal Procedure and Rules of Evidence	5	0	5
CJC	0102	Introduction to Criminology	5	0	5
CJC	0222	Issues in Criminal Justice	4	0	4
PSY	0107	Human Growth and Development	3	0	3
		Cooperative Work Experience	0	10	1
			20	10	21

Criminal Justice – Protective Services Technology

T 129 Associate in Applied Science Degree

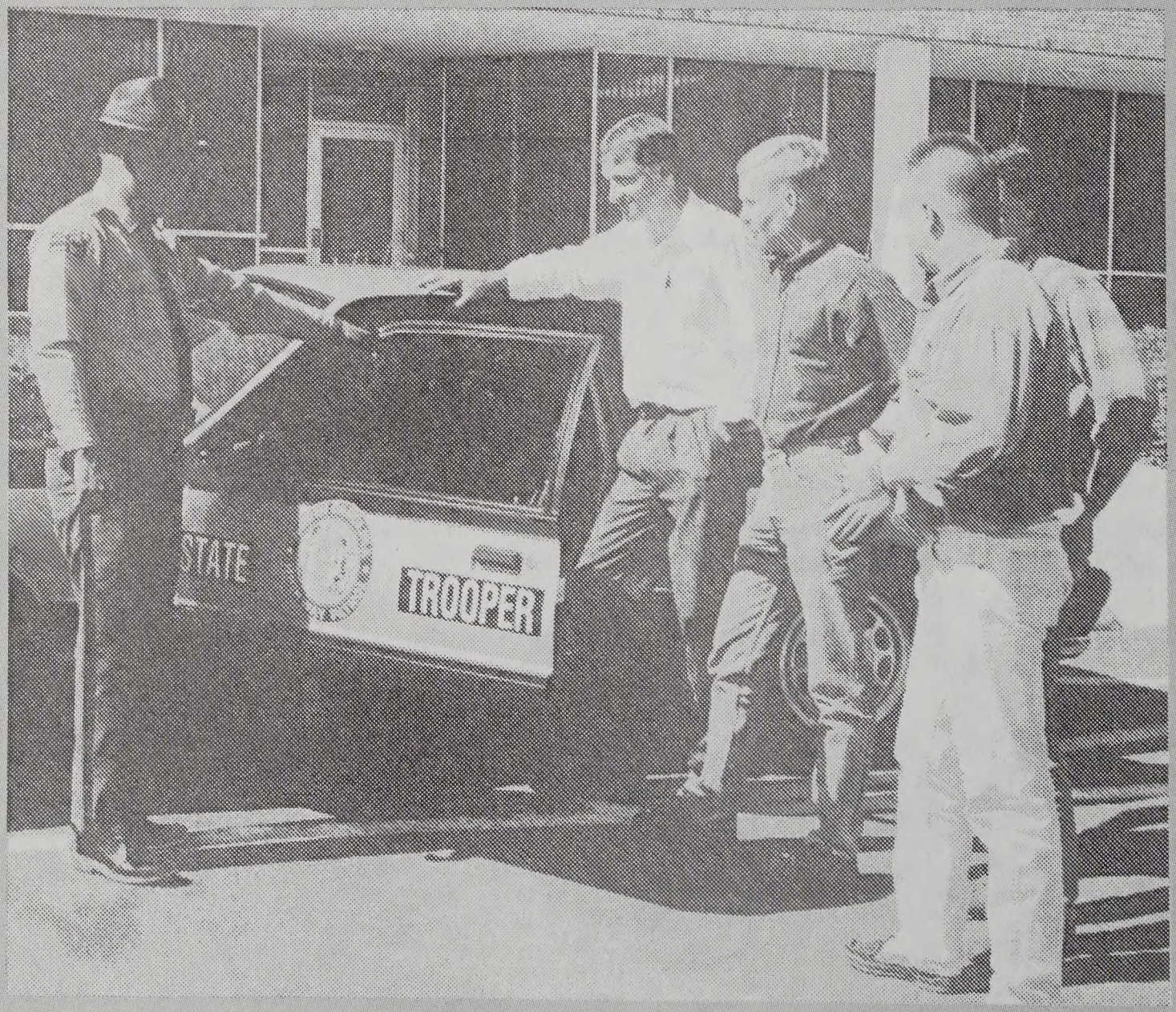
Fifth Quarter

CJC	0110	Juvenile Delinquency	5	0	5
CJC	0211	Constitutional Law	5	0	5
PSY	0101	Principles of Psychology	3	0	3
		Social Science Elective	3	0	3
		Major Elective	3	0	3
		Cooperative Work Experience	0	10	1
			19	10	20

Sixth Quarter

CJC	0230	Criminal Justice Administration	5	0	5
CJC	0207	Substance Abuse	5	0	5
PSY	0206	Applied Psychology	3	0	3
		Social Science Elective	3	0	3
		Cooperative Work Experience	0	10	1
			16	10	17

TOTAL HOURS REQUIRED FOR GRADUATION 115



Early Childhood Associate

T 073 Associate in Applied Science Degree

The Early Childhood Associate curriculum prepares individuals to work with programs and/or centers concerned with the care and development of infants and young children. Through study and application in such areas as child growth and development, physical and nutritional needs of children, care and guidance of children and communication with children and their parents, individuals will be able to function effectively in various programs and/or centers dealing with preschool children.

Job opportunities are available in such areas as day care centers, nursery schools, kindergartens, child development centers, hospitals, rehabilitation clinics, evaluation clinics, camps and recreational centers.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Class	Lab	Credit
First Quarter					
ENG	0101	Grammar	3	0	3
SAF	0120	First Aid	2	0	2
PSY	0101	Principles of Psychology	3	0	3
EDU	0110	Seminar Practicum	1	10	2
EDU	0114	Creative Activities for Young Children	3	0	3
EDU	0103	PreSchool Education	3	0	3
ORI	0101	Principles of Active Learning	0	2	1
			15	12	17
Second Quarter					
ENG	0102	Composition	3	0	3
PSY	0105	Human Growth & Development: Prenatal & Infant	3	0	3
EDU	0120	Seminar Practicum	1	10	2
EDU	0115	Physical Activities for Young Children	3	0	3
EDU	0116	Communication Skills/Social Studies Methods for Young Children	3	0	3
			13	10	14

Early Childhood Associate

T 073 Associate in Applied Science Degree

Third Quarter

ENG	0210	Children's Literature	3	0	3
PSY	0106	Human Growth & Development: Early Childhood	3	0	3
EDU	0130	Seminar Practicum	1	10	2
EDU	0134	Curriculum Planning and Design	3	0	3
EDU	0121	Behavioral Management	3	0	3
EDU	0122	Parent Education	3	0	3
			16	10	17

Fourth Quarter

MUS	0210	Music for Young Children	3	0	3
EDU	0210	Seminar Practicum	1	10	2
SOC	0128	Community Resources	3	0	3
EDU	0145	Curriculum Planning and Design Application	3	2	4
EDU	0206	Children in Crisis	2	0	2
		Social Science Elective	3	0	3
			15	12	17

(Completion of the above courses will earn a diploma in Early Childhood Associate.)

Fifth Quarter

PHS	0101	General Science	2	2	3
EDU	0220	Seminar Practicum	1	10	2
EDU	0211	Administration for Operators of Facilities for Young Children	3	0	3
SPH	0204	Oral Communications	3	0	3
OSC	0100	Keyboarding	1	2	2
			10	14	13

Sixth Quarter

EDU	0230	Seminar Practicum	1	10	2
BUS	0240	Small Business Management	3	0	3
PSY	0201	Human Growth and Development: Middle Childhood and Adolescence	3	0	3
MAT	0106	Basic Mathematics	3	0	3
EDU	0212	Current Issues in Day Care	3	0	3
CAS	0103	Computer Awareness	1	2	2
			14	12	16

Seventh Quarter

SOC	0102	Principles of Sociology	3	0	3
ENG	0103	Report Writing	3	0	3
NUT	0102	Nutrition for Young Children	3	0	3
EDU	0203	The Exceptional Child	3	0	3
SOC	0211	Marriage and Family	3	0	3
RED	0101	Introduction to Reading	2	0	2
			17	0	17

TOTAL HOURS REQUIRED FOR GRADUATION 111

Electronics Engineering Technology

T 045 Associate in Applied Science Degree

The Electronics curriculum provides a basic background in electronic related theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may work as assistants to engineers or as liaisons between engineers and skilled craftspersons.

The electronics technician will start in one or more of the following areas: research, design, development, production, maintenance or sales. The graduate may begin as an electronics technician, an engineering aide, laboratory technician, supervisor or equipment specialist.

ADDITIONAL ADMISSION REQUIREMENT:

Successful completion of high school algebra. This requirement may be met by completing MAT 0150 Pre-Algebra at Stanly Community College.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Class	Lab	Credit
First Quarter					
ELC	0111	Electrical Fundamentals I	3	6	6
ENG	0101	Grammar	3	0	3
MAT	0100	Fundamentals of Algebra	6	0	6
CAS	0103	Computer Awareness	1	2	2
ORI	0101	Principles of Active Learning	0	2	1
			13	10	18
Second Quarter					
ELC	0120	Electrical Fundamentals II	3	6	6
ENG	0102	Composition	3	0	3
MAT	0101	Technical Mathematics I	5	0	5
		Social Science Elective	3	0	3
			14	6	17
Third Quarter					
ELN	0130	Semiconductor Devices	3	6	6
ENG	0103	Report Writing	3	0	3
MAT	0102	Technical Mathematics II	5	0	5
PHY	0101	Physics: Properties of Matter	3	2	4
			14	8	18
Fourth Quarter					
ELN	0210	Digital Combination Systems	4	2	5
ELN	0140	Electronic Instrumentation	4	2	5
ELN	0141	Control Devices	3	6	6
			11	10	16

Electronics Engineering Technology

T 045 Associate in Applied Science Degree

Fifth Quarter

ELN	0220	Digital Sequential Systems	4	2	5
ELN	0211	Microprocessor Based Electronic Systems	4	2	5
BPR	0235	Blueprint Reading	3	0	3
PHY	0102	Physics: Work, Energy, Power	3	2	4
		Cooperative Work Experience	0	10	1
			14	16	18

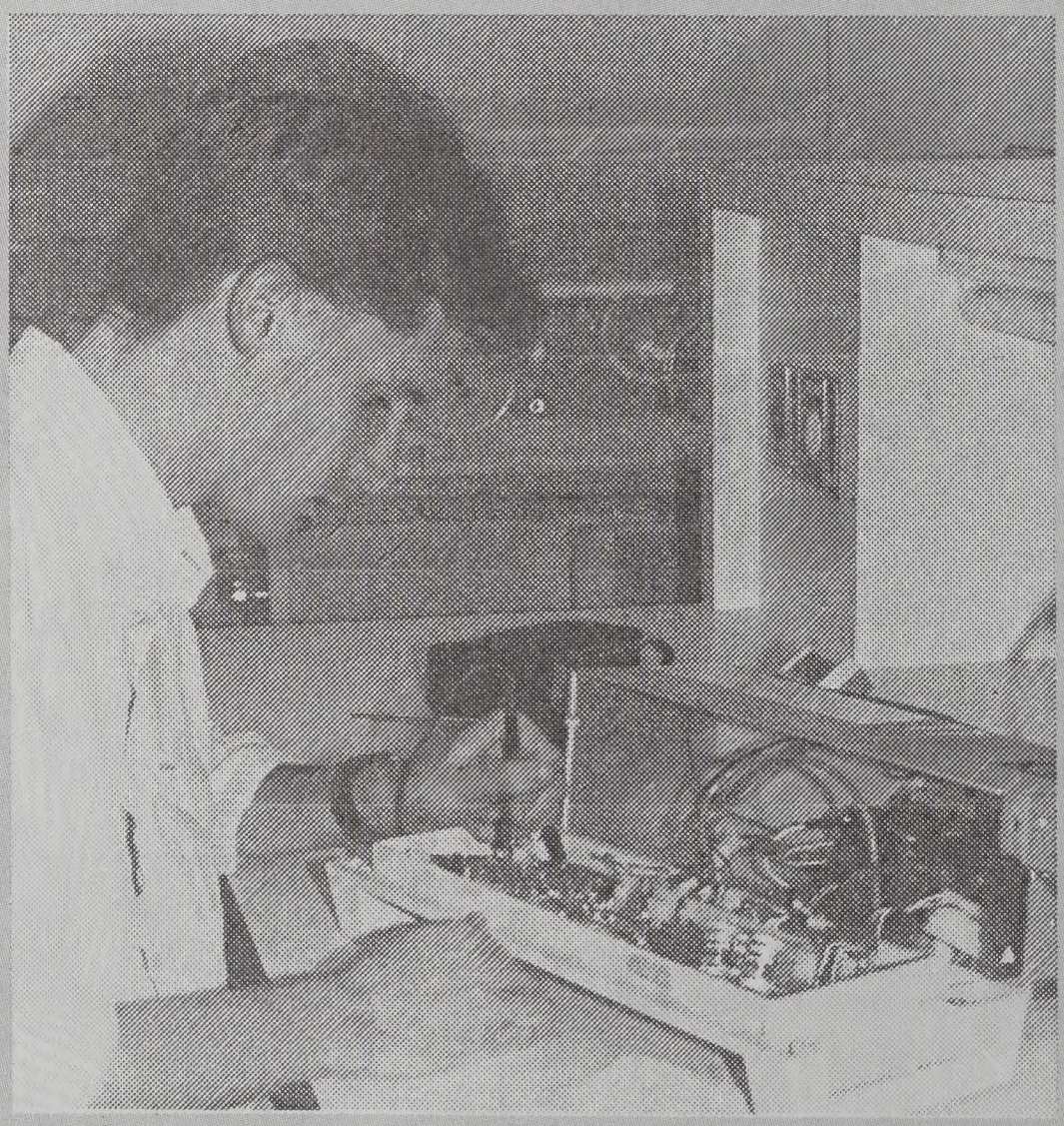
Sixth Quarter

ELN	0221	Microcomputer Interfacing	3	2	4
ELN	0234	AC/DC Motors	3	4	5
ELN	0235	PLC	3	4	5
CAS	0217	Microcomputer Application I	4	2	5
		Cooperative Work Experience	0	10	1
			13	22	20

Seventh Quarter

ELN	0236	Advanced PLC	3	4	5
ELN	0232	Electronics Design Project	1	6	4
SPH	0204	Oral Communications	3	0	3
		Social Science Elective	3	0	3
		Cooperative Work Experience	0	10	1
			10	20	16

TOTAL HOURS REQUIRED FOR GRADUATION 123



Horticulture

V 021 Diploma

Students in the Horticulture curriculum are trained in the areas of vegetable, flower, fruit, and ornamental plant production. Subject matter includes soil fertility and its modification, chemicals and their use, varieties of plants, bookkeeping, marketing, plant propagation, greenhouses and their construction, greenhouse management and all phases of the production of vegetables, flowers and fruits, including bedding plants, potting plants and nursery stock.

Upon completion of the curriculum, students should be able to set up and operate their own specialized business, as well as manage and operate specialized vegetable, flower, fruit or nursery enterprises for others.

Horticulture

V 021 Diploma

SUGGESTED SEQUENCE OF COURSES BY QUARTER

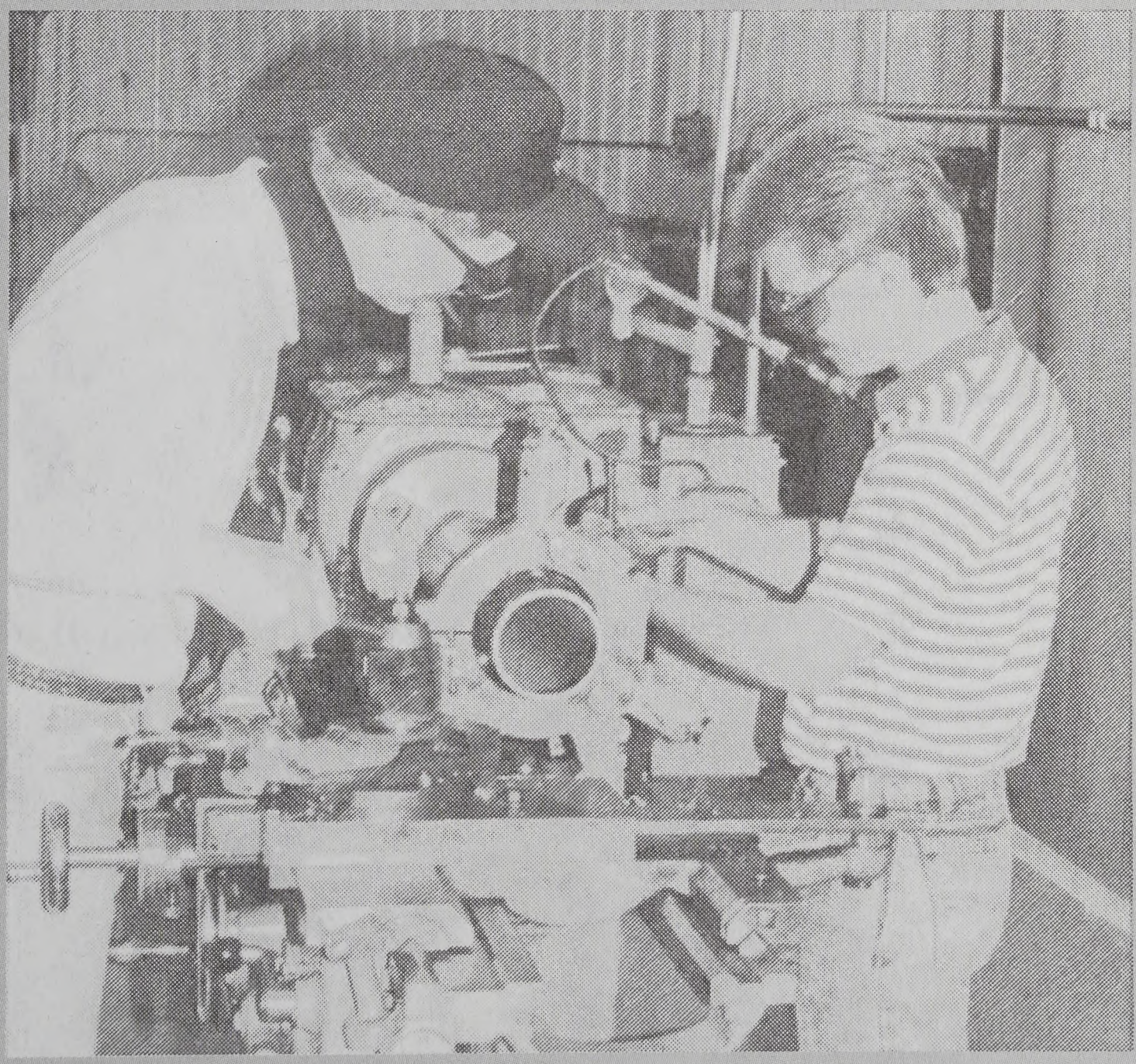
Course Title			Class	Lab	Credit
First Quarter					
AGR	1185	Soil Science and Fertilizers	3	2	4
HOR	1151	Plant Materials I	2	4	4
AGR	1170	Plant Science	3	2	4
HOR	1264	Greenhouse Management	2	4	4
MAT	1101	Fundamentals of Mathematics	4	0	4
ORI	0101	Principles of Active Learning	0	2	1
			14	14	21
Second Quarter					
HOR	1152	Plant Materials II	2	4	4
HOR	1256	Nursery Management	2	4	4
PME	1100	Small Engine Maintenance and Repair	1	3	2
HOR	1261	Greenhouse Production	2	4	4
			7	15	14
Third Quarter					
HOR	1224	Landscape Maintenance	2	4	4
HOR	1144	Plant Propagation	3	2	4
HOR	1147	Indoor and Herbaceous Plants	2	4	4
HOR	1259	Garden Shop Operation and Landscape Design	2	2	3
			9	12	15
Fourth Quarter					
BUS	1103	Small Business Operation	3	0	3
HOR	1250	Small Fruits and Vegetables	3	2	4
HOR	1260	Landscape Design/Build	2	4	4
HOR	1149	Horticulture Pest and Control	4	2	5
ENG	1102	Communication Skills	3	0	3
			15	8	19
		TOTAL HOURS REQUIRED FOR GRADUATION			69

Machinist

V 032 Diploma

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment in the metal working industries. The machinist is a skilled metalworker who shapes metal by using machine tools and hand tools. Machinists must be able to set up and operate the machine tools found in a modern shop. Computer Numerical Control (CNC) may be integrated into various phases of the curriculum or as specialized courses.

The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprints or written specifications. The machinist makes computations relating to dimensions of work, tooling, feeds, and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate precise part.

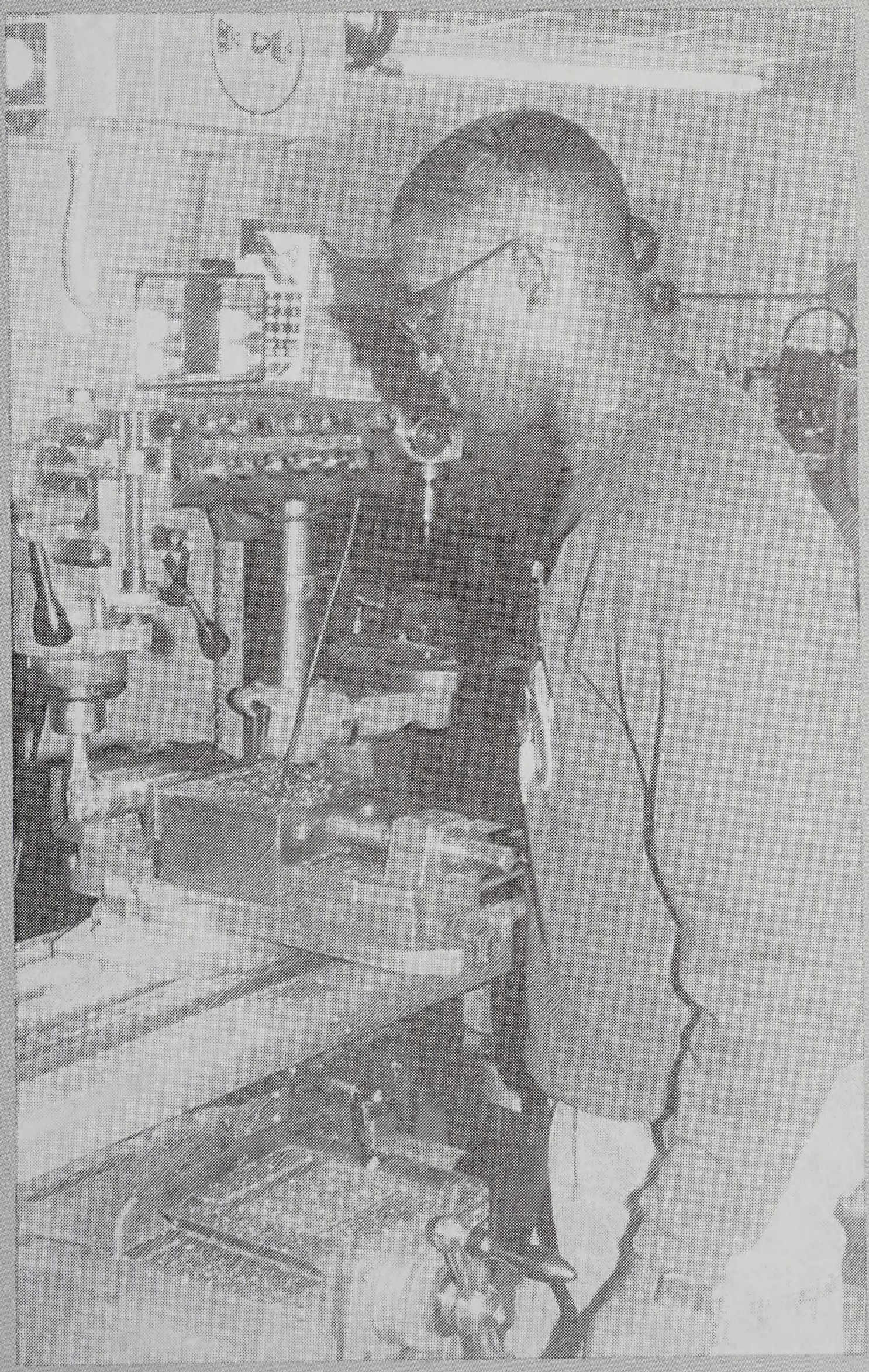


Machinist

V 032 Diploma

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Class	Lab	Credit
First Quarter					
MEC	1101	Machine Shop Theory and Practice I	3	12	7
MEC	1117	Machine Repair	2	3	3
BPR	1104	Blueprint Reading	0	3	1
MAT	1101	Fundamentals of Mathematics I	4	0	4
ISC	1101	Industrial Safety	3	0	3
ORI	0101	Principles of Active Learning	0	2	1
			12	20	19
Second Quarter					
MEC	1102	Machine Shop Theory & Practice II	3	12	7
MEC	1122	Practical Metallurgy	3	2	4
MAT	1102	Fundamentals of Mathematics II	4	0	4
BPR	1105	Blueprint Reading: Mechanical	1	2	2
MEC	1105	Computer Numerical Control Machining I	2	2	3
			13	18	20
Third Quarter					
MEC	1103	Machine Shop Theory & Practice III	3	12	7
MEC	1106	Computer Numerical Control Machining II	2	2	3
BPR	1106	Blueprint Reading: Mechanical	1	2	2
WLD	1103	Welding	0	3	1
MAT	1123	Machinist Mathematics	0	3	3
			6	22	16
Fourth Quarter					
MEC	1104	Machine Shop Theory & Practice IV	3	12	7
BUS	1103	Small Business Operation	3	0	3
ENG	1102	Communication Skills	3	0	3
PSY	1101	Human Relations	3	0	3
			12	12	16
		TOTAL HOURS REQUIRED FOR GRADUATION			71



Marketing and Retailing

T 020 Associate in Applied Science Degree

The Marketing and Retailing curriculum is designed to prepare the individual for entry into middle-management positions in various marketing and retailing businesses and industries. This purpose will be fulfilled through study and application in areas such as marketing and merchandising techniques, management, selling, advertising, retailing, and credit and collection procedures.

Through knowledge and skills, the individual will be able to perform marketing and distribution activities and through the development of personal competencies and qualities will be provided the opportunity to enter an array of marketing and distribution jobs.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Class	Lab	Credit
First Quarter					
ENG	0101	Grammar	3	0	3
BUS	0110	Business Math with Electronic Calculator Applications	6	0	6
BUS	0101	Introduction to Business	3	0	3
OSC	0102	Typewriting I (Keyboarding)	3	2	4
ORI	0101	Principles of Active Learning	0	2	1
ECO	0102	Economics I	3	0	3
			18	4	20
Second Quarter					
ENG	0102	Composition	3	0	3
BUS	0115	Business Law I	3	0	3
BUS	0114	Professional Development	3	0	3
SSC	0103	Organizations and the Parliamentary Process	3	0	3
ACC	0120	Accounting I	4	2	5
MKT	0120	Customer Relations	3	0	3
			19	2	20
Third Quarter					
ENG	0103	Report Writing	3	0	3
BUS	0240	Small Business Management	3	0	3
BUS	0232	Sales Development	3	0	3
MKT	0150	Introduction to Advertising	3	0	3
SPH	0204	Oral Communications	3	0	3
			15	0	15
Fourth Quarter					
MKT	0249	Buying and Merchandising	4	0	4
CAS	0217	Microcomputer Applications I	3	2	4
MKT	0250	Commercial Display Design	3	2	4
MKT	0245	Retailing	3	0	3
MKT	0210	Sales Promotion I	3	2	4
		Cooperative Work Experience	0	20	2
			16	26	21

Marketing and Retailing

T 020 Associate in Applied Science Degree

Fifth Quarter

ENG	0206	Business Communications	3	0	3
MKT	0239	Marketing	6	0	6
OSC	0217	Advanced Information Processing II	3	2	4
BUS	0241	Managing Conflict in Business and Industry	3	0	3
MKT	0211	Sales Promotion II	3	2	4
		Cooperative Work Experience	0	20	2
			18	24	22

Sixth Quarter

PSY	0206	Applied Psychology	3	0	3
MKT	0240	Merchandise Planning and Control	6	0	6
BUS	0219	Credit Procedures and Problems	3	0	3
		Cooperative Work Experience	0	20	2
			12	20	14

TOTAL HOURS REQUIRED FOR GRADUATION 112

Mechanical Drafting and Design Technology

T 043 Associate in Applied Science Degree

The Mechanical Drafting and Design curriculum prepares mechanical draftsmen. Emphasis is placed upon ability to think and plan, as well as upon drafting procedures and techniques used by mechanical draftsmen.

Mechanical drafting and design technicians perform many aspects of drafting, such as developing the drawing of a section, subassembly or major component. Investigating design factors and availability of materials and equipment, production methods and facilities are frequent assignments. They assist in the design of units and control from specifications by utilizing drawings of existing units and reports on functional performance. They may draw components in industrial fields based on engineers' original design concepts or specific ideas. Also, they may be assigned as coordinators for the execution of related work or other design, production, tooling, material and planning groups. Technicians with experience in this classification may often supervise the preparation of working drawings. These technicians are employed in many types of manufacturing, fabrication, research development and service industries. Substantial numbers also are employed in communications, transportation, public utilities, consulting engineering firms, and federal, state and local governments.

ADDITIONAL ADMISSION REQUIREMENT:

Successful completion of high school algebra. This requirement may be met by completing MAT 0150 Pre-Algebra at Stanly Community College.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

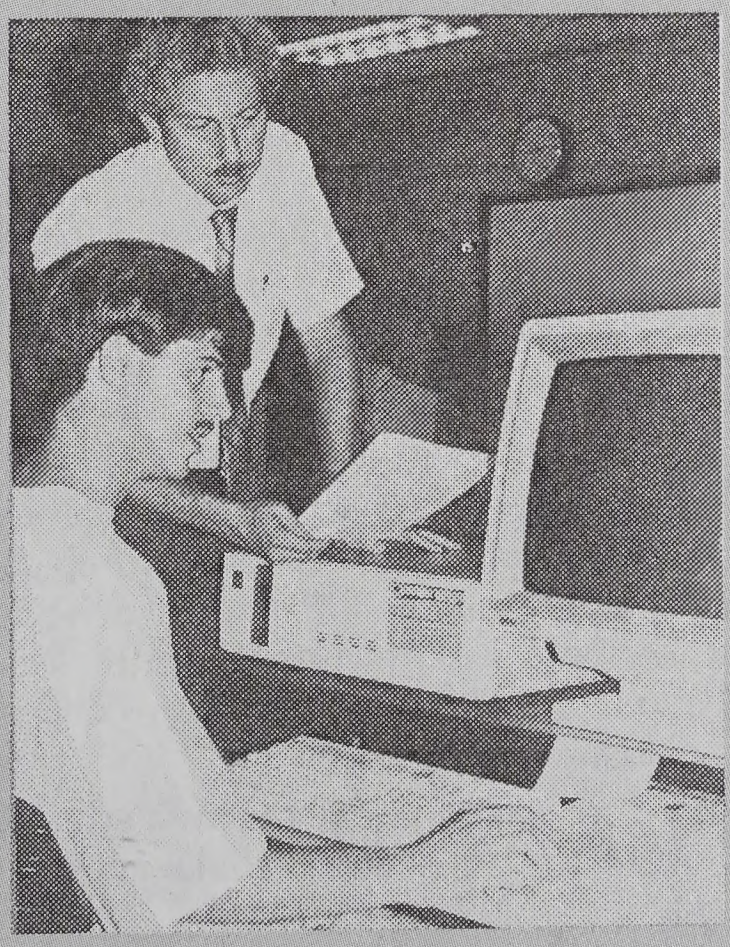
Course Title			Class	Lab	Credit
First Quarter					
ORI	0101	Principles of Active Learning	0	2	1
ENG	0101	Grammar	3	0	3
MAT	0100	Fundamentals of Algebra	6	0	6
DFT	0101	Technical Drafting I	2	4	4
BPR	0235	Blueprint Reading	3	0	3
PSY	0110	Interpersonal Skills	3	0	3
			17	6	20
Second Quarter					
ENG	0102	Composition	3	0	3
MAT	0101	Technical Mathematics I	5	0	5
DFT	0102	Technical Drafting II	2	4	4
CAS	0103	Computer Awareness	1	2	2
PSY	0101	Principles of Psychology	3	0	3
			14	6	17
Third Quarter					
ENG	0103	Report Writing	3	0	3
MAT	0102	Technical Mathematics II	5	0	5
DFT	0103	Technical Drafting III	2	4	4
PHY	0101	Physics: Properties of Matter	3	2	4
DFT	0120	Introduction to Computer-Aided Design	2	4	4
			15	10	20

Mechanical Drafting and Design Technology

T 043 Associate in Applied Science Degree

Fourth Quarter					
DFT	0204	Descriptive Geometry	2	4	4
DFT	0201	Technical Drafting	2	4	4
PHY	0102	Physics: Work, Energy, Power	3	2	4
DFT	0202	Mechanical Design Applications	2	4	4
SPH	0204	Oral Communications	3	0	3
		Cooperative Work Experience	0	10	1
			12	24	20
Fifth Quarter					
DFT	0212	Jigs and Fixture Design (CADD)	2	4	4
MEC	0105	Statics	3	2	4
DFT	0211	Mechanisms (Electromechanical)	3	2	4
DFT	0230	Structural Drafting	2	4	4
MEC	0210	Physical Metallurgy I	3	2	4
		Cooperative Work Experience	0	10	1
			13	24	21
Sixth Quarter					
DFT	0205	Design Drafting	2	4	4
HYD	0235	Hydraulics and Pneumatics	3	2	4
MEC	0204	Manufacturing Processes	6	0	6
MEC	0205	Strength of Materials	3	2	4
DFT	0203	Computer Aided Drafting/Design/ Structural Application	2	4	4
		Cooperative Work Experience	0	10	1
			16	22	23

TOTAL HOURS REQUIRED FOR GRADUATION 121



Medical Assisting

V 031 Diploma

The Medical Assisting curriculum prepares the graduate to assist the physicians in their offices or other medical settings such as hospitals and clinics, performing those administrative and clinical duties delegated by the physician and in accord with respective state laws governing such actions and activities. The business/administrative duties include scheduling and receiving patients, obtaining patient data, maintaining medical records, typing and medical transcription, computer operations; handling telephone calls, correspondence, reports and manuscripts; assuming responsibility for office care, insurance matters, office accounts, fees and collections; and purchasing and maintaining supplies and equipment. The clinical duties may include preparing patients for examinations, obtaining vital signs, taking medical histories, assisting with examinations and treatments (performing routine laboratory procedures including electrocardiograms), sterilizing instruments and equipment for office procedures, and instructing patients in X-ray and laboratory examinations.

Graduates of CAHEA Accredited Medical Assisting programs are eligible to sit for the certification examination. If a program is not accredited, a graduate must complete one year work experience following graduation before they can sit for the certification exam.

Advanced credits can be awarded toward completion of requirements for an Associate of Applied Science Degree in Medical Assisting (T-058).

Individuals desiring a career in medical assisting should, if possible, take biology, mathematics and typing courses prior to entering the program.

ADMISSIONS REQUIREMENTS:

1. Complete Application for Admission.
2. Submit high school transcript showing successful completion of high school requirements for graduation or successful completion of GED. Submit transcripts of all previous post-secondary education.
3. Successful completion of placement evaluation.
4. All applicants must submit three letters of reference. Relatives should not be used as references.
5. Applicants completing the above requirements will be conditionally accepted until the college's medical form, completed by a physician, is received in the Admissions Office and reviewed for satisfactory results. Immunizations must be current for rubella, tetanus, diptheria, and rubeola. Evidence of recent serology, CBC, urinalysis, and TB must also be presented.
6. Upon satisfactory completion of all the above requirements the applicant will receive written notification of final acceptance to the Medical Assisting program.

Medical Assisting

V 031 Diploma

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Class	Lab	Clin	Credit
First Quarter						
ORI	0101	Principles of Active Learning	0	2	0	1
ENG	0101	Grammar	3	0	0	3
PSY	0110	Interpersonal Skills	3	0	0	3
BIO	0104	Human Anatomy and Physiology/ Medical Terminology I	2	2	0	3
OSC	0100	Keyboarding	1	2	0	2
MED	1101	Orientation to Medical Assisting	3	0	0	3
MED	1201	Medical Ethics and Law	3	0	0	3
			15	6	0	18
Second Quarter						
MAT	0111	Drug Dosages and Measurements	2	0	0	2
CAS	0102	Computer Usage in Medical Profession	3	2	0	4
BIO	0105	Human Anatomy and Physiology/ Medical Terminology II	2	2	0	3
MED	1102	Medical Office Administration	5	0	0	5
OSC	1204	Medical Transcription	2	2	0	3
			14	6	0	17
Third Quarter						
MED	1203	Pharmacology for Medical Assisting	3	0	0	3
MED	1202	Medical Economics and Accounting	2	2	0	3
MED	1301	Medical Insurance and Coding	3	0	0	3
MED	1302	Medical Lab Fundamentals	2	2	0	3
MED	1303	Clinical Lab I	2	6	0	5
			12	10	0	17
Fourth Quarter						
MED	1402	Laboratory Procedures	2	6	0	5
MED	1403	Clinical Lab II	2	6	0	5
MED	1404	Medical Office Practice	0	0	21	7
			4	12	21	17

TOTAL HOURS REQUIRED FOR GRADUATION 69

Medical Office Technology

T 032 Associate in Applied Science Degree

This curriculum prepares individuals to enter the medical secretarial profession. The medical secretary performs secretarial duties utilizing the knowledge of medical terminology and medical office and/or laboratory procedures.

Skills are taught in processing medical documents using computerized functions and/or manual functions. Compiling and recording medical charts, reports, case histories, and correspondence using the typewriter or automated office equipment, scheduling appointments, and preparing and sending bills to patients are duties performed in the medical office and taught in this curriculum.

Graduates of the curriculum may find employment opportunities with medical supply and equipment manufacturers, medical laboratories, the office of physicians, hospitals, and other medical care providers.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course	Title		Class	Lab	Credit
First Quarter					
OSC	0102	Typewriting I (Keyboarding)	3	2	4
ENG	0101	Grammar	3	0	3
BUS	0110	Business Math with Electronic Calculator Applications	6	0	6
OSC	0112	Records Management	3	0	3
PSY	0110	Interpersonal Skills	3	0	3
ORI	0101	Principles of Active Learning	0	2	1
			18	4	20
Second Quarter					
OSC	0103	Typewriting II (Document Formatting)	3	2	4
ENG	0102	Composition	3	0	3
BUS	0115	Business Law I	3	0	3
OSC	0122	Applied Secretarial Communications	3	0	3
BUS	0114	Professional Development	3	0	3
OSC	0123	Information Processing Concepts and Applications	3	2	4
			18	4	20
Third Quarter					
OSC	0104	Typewriting III (Document Production)	3	2	4
OSC	0124	Advanced Word Processing Application	3	2	4
OSC	0106	Machine Transcription	3	2	4
SPH	0204	Oral Communications	3	0	3
OSC	0114	Administrative Office Procedures	3	2	4
			15	8	19
Fourth Quarter					
OSC	0216	Advanced Information Processing I	3	2	4

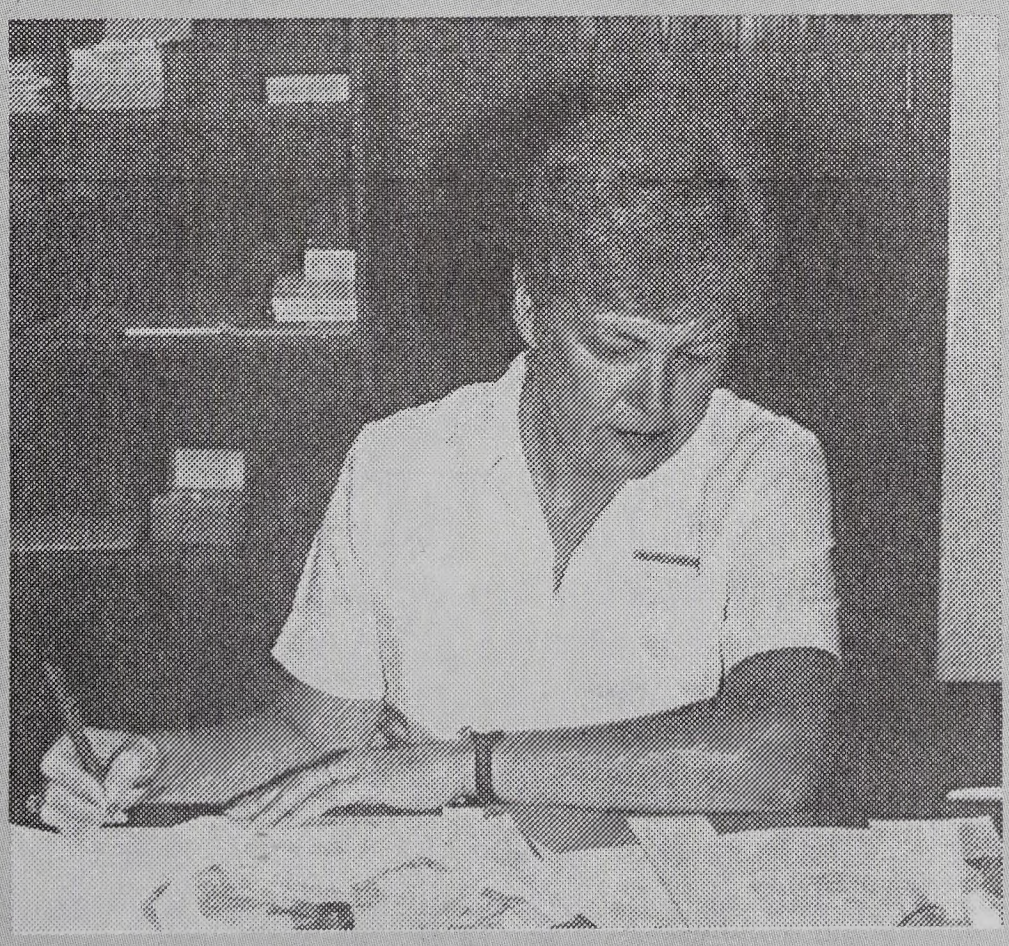
Completion of the above courses will earn a diploma in Administrative Office Technology.

Medical Office Technology

T 032 Associate in Applied Science Degree

OSC	0201	Beginning Shorthand or Elective	3	2	4
BUS	0211	Office Management	3	0	3
ECO	0102	Economics I	3	0	3
BIO	0104	Human Anatomy and Physiology/Medical Terminology I	2	2	3
		Cooperative Work Experience	0	20	2
			14	26	19
Fifth Quarter					
OSC	0217	Advanced Information Processing II	3	2	4
OSC	0202	Shorthand II or OSC 0207 Machine Transcription II	3	2	4
BIO	0105	Human Anatomy and Physiology/Medical Terminology II	2	2	3
ACC	0120	Accounting I	4	2	5
SSC	0103	Organizations and the Parliamentary Process	3	0	3
		Cooperative Work Experience	0	20	2
			15	28	21
Sixth Quarter					
OSC	0209	Medical Transcription	3	0	3
OSC	0218	Office Systems	5	0	5
OSC	0210	Medical Insurance and Coding	3	0	3
SOC	0102	Principles of Sociology	3	0	3
		Social Science Elective	3	0	3
		Cooperative Work Experience	0	20	2
			17	20	19

TOTAL HOURS REQUIRED FOR GRADUATION 118



Occupational Therapy Assistant

T 142 Associate in Applied Science Degree

The Occupational Therapy Assistant curriculum prepares graduates to work under the supervision or consultation of a Registered Occupational Therapist in developing, maintaining or restoring adaptive skills in individuals whose abilities to cope with the tasks of daily living are threatened or impaired by developmental deficits, aging, or physical or psychosocial disability. The program includes instruction in the basic concepts of occupational therapy, interpersonal skills, group dynamics and group leadership skills, concepts of health and illness, and the use of activity techniques in teaching developmental needs. Supervised field experiences include working with clients from these groups.

To become a Certified Occupational Therapy Assistant, the graduate must successfully complete an approved program and pass a national certification examination given by the American Occupational Therapy Certification Board.

Graduates may be employed in hospitals, rehabilitation facilities, long-term and extended care facilities, schools, home health agencies and community centers.

Individuals desiring a career as an occupational therapy assistant should, if possible, take biology, sociology, psychology and art courses prior to entering the program.

Additional Information

Upon completing all required course work and fieldwork, the student will be awarded an Associate in Applied Science Degree in Occupational Therapy Assistant. To work as a Certified Occupational Therapy Assistant, the individual must then pass a national certification examination given by the American Occupational Therapy Certification Board and be licensed with the state. These procedures are separate from Stanly Community College and the graduation process.

ADMISSIONS REQUIREMENTS:

1. Complete Application for Admission.
2. Submit high school transcript showing successful completion of high school requirements for graduation or successful completion of GED. Submit transcripts of all previous post-secondary education.
3. Successful completion of placement evaluation.
4. All applicants must submit three letters of reference. Relatives should not be used as references.
5. Applicants completing the above requirements will be conditionally accepted until the college's medical form, completed by a physician, is received in the Admissions Office and reviewed for satisfactory results. Immunizations must be current for rubella, tetanus, diptheria,

and rubeola. Evidence of recent serology, CBC, urinalysis, and TB must also be presented.

6. Upon satisfactory completion of all the above requirements the applicant will receive written notification of final acceptance to the Occupational Therapy Assistant program.

CRITERIA FOR PROGRESSION:

1. For a student to progress in the Occupational Therapy Assistant program, a "C" or higher must be achieved for all OTA major and related courses (all courses with an OTA prefix and BIO 0115, BIO 0101, and BIO 0102, PSY 0205, and BIO 0100).
2. If a "D" or "F" is earned, the student will have the opportunity to repeat the course. If the student again fails to earn a "C" or better, he is dropped from the OTA curriculum.
3. In the event that a student's physical or mental health interferes with the student's academic and/or clinical performance, the OTA faculty may require the student to submit written verification of current health from an appropriate health care provider; i.e., physician, nurse practitioner, psychiatrist, or psychologist. Upon consultation with the Chairperson of the Allied Health Department and review of the professional statement of health submitted by the student, the Vice President for Student Development will render a decision as to whether or not the student will be allowed to continue in the program. The Vice President for Student Development will notify the student in writing of the decision.
4. In the event the student's behavior is not consistent with sound OTA practices and/or safety essential to therapy, the instructors and/or Chairperson of the Allied Health Department have the authority to immediately remove the student from the setting. Students so removed will be referred to the Vice President for Student Development for further investigation and/or possible dismissal from the OTA program.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Class	Lab	Clin	Credit
First Quarter						
ORI	0101	Principles of Active Learning	0	2	0	1
BIO	0115	Medical Terminology	1	2	0	2
BIO	0101	Anatomy and Physiology I	4	2	0	5
PSY	0101	Principles of Psychology	3	0	0	3
OTA	0101	Occupational Therapy I (Fundamentals of the Profession)	4	2	0	5
			12	8	0	16

Occupational Therapy Assistant

T 142 Associate in Applied Science Degree

Second Quarter						
ENG	0101	Grammar	3	0	0	3
BIO	0102	Anatomy and Physiology II	4	2	0	5
PSY	0107	Growth and Development — Life Span	3	0	0	3
OTA	0104	Occupational Therapy Media I	3	4	0	5
			13	6	0	16
Third Quarter						
MAT	0143	Basic Mathematics	3	0	0	3
PSY	0205	Abnormal Psychology	3	0	0	3
OTA	0108	Kinesiology for OTA Students	3	2	0	4
SOC	0102	Principles of Sociology	3	0	0	3
OTA	0208	Pediatrics for OTA Students	3	0	0	3
			15	2	0	16
Fourth Quarter						
ENG	0102	Composition	3	0	0	3
SPH	0204	Oral Communications	3	0	0	3
CAS	0103	Computer Awareness	1	2	0	2
			7	2	0	8
Fifth Quarter						
OTA	0106	Occupational Therapy for Physical Disabilities I	4	4	0	6
PSY	0110	Interpersonal Skills	3	0	0	3
OTA	0210	Pediatric Programming	2	0	3	3
OTA	0204	Occupational Therapy Media II (Woodworking)	2	0	3	3
			11	4	6	15
Sixth Quarter						
OTA	0107	Occupational Therapy for Physical Disabilities II	4	0	3	5
OTA	0201	Aging Process	3	0	0	3
OTA	0212	Psychiatric Occupational Therapy	3	2	0	4
			10	2	3	12
Seventh Quarter						
OTA	0206	Occupational Therapy Splinting	1	2	0	2
OTA	0215	Facility Management	3	0	0	3
OTA	0202	Geriatric Programming	2	0	3	3
OTA	0217	Occupational Therapy Activity Programming	3	0	0	3
BIO	0100	Cardiopulmonary Resuscitation	1	0	0	1
			10	2	3	12
Eighth Quarter						
OTA	0220	Occupational Therapy — Physical Disabilities Field Placement I	0	0	24	8
OTA	0222	Occupational Therapy — Psychiatric Affiliation Field Placement II	0	0	24	8
			0	0	48	16

TOTAL HOURS REQUIRED FOR GRADUATION 111

Physical Therapist Assistant

T 062 Associate in Applied Science Degree

The Physical Therapist Assistant curriculum prepares the graduate to assist the professional physical therapist in a variety of direct patient care services including the restoration of function by alleviation or prevention of physical impairment and other activities essential to the operation of a physical therapy service. The physical therapist assistant is trained in the implementation of treatment programs that include: therapeutic exercises, gait training techniques, performance of goniometric measurement, application of traction, identifying architectural barriers and the administration of therapeutic heat, cold, ultrasound, electric current, ultraviolet and massage.

Employment opportunities are available in a variety of settings including general hospitals, rehabilitation centers, extended care facilities, specialty hospitals, home health agencies, private clinics and public school systems. Individuals desiring a career as a physical therapist assistant are required to take biology and algebra courses prior to entering the program. Recommended courses include high school chemistry and physics. It is also recommended that applicants to the Physical Therapist Assistant program complete volunteer service in a local physical therapy department.

The Physical Therapist Assistant program at Stanly Community College has been granted Accreditation status by the Commission on Accrediation in Physical Therapy Education of the American Physical Therapy Association.

ADMISSIONS REQUIREMENTS:

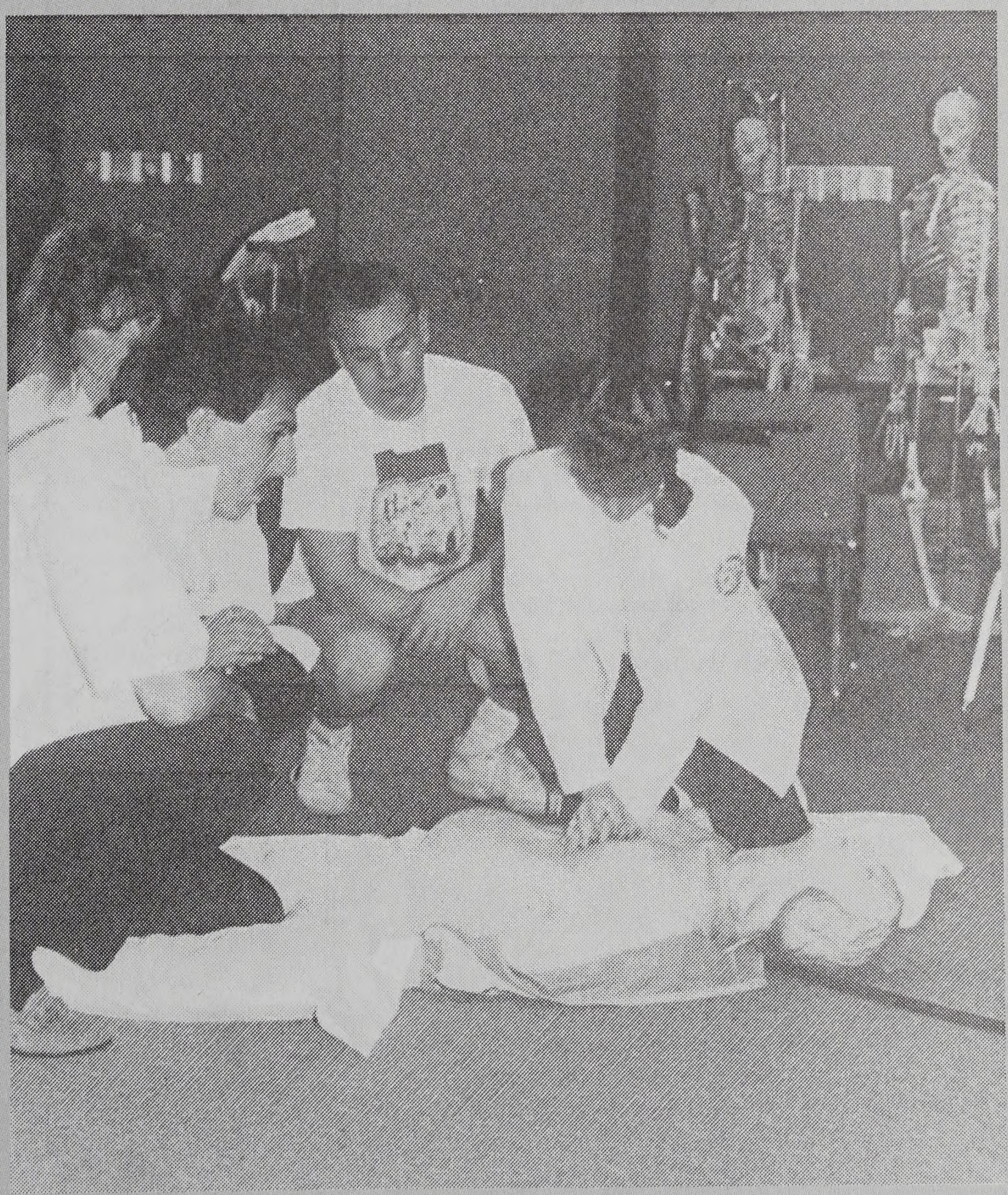
1. Complete Application for Admission.
2. Submit high school transcript showing successful completion of high school requirements for graduation or successful completion of GED. Submit transcripts of all previous post-secondary education.
3. Submit evidence of successful completion of high school or college biology and algebra with a grade of "C" or higher before entry into the program. These pre-requisite courses are available through SCC. Applicants wishing to complete the above pre-requisite courses at other institutions must receive prior approval from the Director of Admissions.
4. Successful completion of placement evaluation with 12th grade level performance.
5. The college reserves the right to test any applicant asking for transfer credit on any course in theory or clinical.
6. All applicants must submit three letters of reference. For recent high school graduates, an effort should be made to obtain at least one of these references from a former teacher or guidance counselor. Relatives should not be used as references.
7. After admission requirements have been completed, the applicant will be scheduled for an interview with the Admissions Committee.

Physical Therapist Assistant

T 062 Associate in Applied Science Degree

This committee will include the Physical Therapist Assistant faculty and members of the Student Development staff.

8. Applicants who are selected by the Admissions Committee will be conditionally accepted until the college's medical form, completed by a physician, is received in the Admissions Office and reviewed for satisfactory results. Immunizations must be current for rubella, tetanus, diptheria, and rubeola. Evidence of recent serology, CBC, urinalysis, and TB must also be presented.



Physical Therapist Assistant

T 062 Associate in Applied Science Degree

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Class	Lab	Clin	Credit
First Quarter						
ENG	0101	Grammar	3	0	0	3
BIO	0101	Anatomy and Physiology I	4	2	0	5
BIO	0115	Medical Terminology I	1	2	0	2
PTH	0101	Introduction to Physical Therapy	3	4	0	5
MAT	0105	Math for Allied Health Professionals	3	0	0	3
ORI	0101	Principles of Active Learning	0	2	0	1
			14	10	0	19
Second Quarter						
PSY	0101	Principles of Psychology	3	0	0	3
BIO	0102	Anatomy and Physiology II	4	2	0	5
ENG	0102	Composition	3	0	0	3
PTH	0102	Physical Therapy Procedures I	3	4	0	5
			13	6	0	16
Third Quarter						
PSY	0206	Applied Psychology	3	0	0	3
PTH	0103	Physical Therapy Procedures II	3	0	6	5
PTH	0110	Applied Kinesiology	3	4	0	5
CAS	0102	Computer Usage in the Medical Profession	3	2	0	4
			12	6	6	17
Fourth Quarter						
PTH	0201	Pathophysiological Conditions	4	0	0	4
PTA	0202	Therapeutic Exercise	3	4	0	5
ENG	0103	Report Writing	3	0	0	3
			10	4	0	12
Fifth Quarter						
SPH	0204	Oral Communications	3	0	0	3
PTH	0204	Physical Therapy Procedures III	4	4	0	6
PTH	0211	First Aid and Safety	3	2	0	4
		Elective	3	0	0	3
			13	6	0	16
Sixth Quarter						
SOC	0102	Principles of Sociology	3	0	0	3
PSY	0107	Growth and Development — Life Span	3	0	0	3
PTH	0205	Physical Therapy Procedures IV	3	0	12	7
PTH	0215	Community Health and Welfare	3	0	0	3
			12	0	12	16

Physical Therapist Assistant

T 062 Associate in Applied Science Degree

Seventh Quarter

PTH	0206	Seminar in Physical Procedures	3	0	0	3
PTH	0248	Clinical Education I	0	0	18	6
PTH	0249	Clinical Education II	0	0	18	6
			3	0	36	15

TOTAL HOURS REQUIRED FOR GRADUATION 111

READMISSION TO THE PHYSICAL THERAPIST ASSISTANT PROGRAM:

Students desiring readmission to the P.T. curriculum must submit an Application for Admission to the Director of Admissions and satisfy all the initial admission requirements. Students will be permitted to reenter the P.T. Assistant program no more than once.

The following also will apply:

1. Students formerly enrolled in the SCC P.T. Assistant program withdrawing for reasons other than academic or disciplinary problems may reapply for advanced standing in the program based on space available. These students are required to pass a reentrance examination administered by the P.T. Assistant Department. Students who withdraw with an F or WF in PTH or BIO courses are not eligible for advanced standing.
2. Students withdrawing for academic reasons must repeat for credit all PTH courses. Any other courses in which the required grade was not earned must also be repeated.
3. Student withdrawn for disciplinary reasons must wait one year from the date of withdrawal before applying for readmission.
4. Decisions on readmission will be made on an individual basis by the Director of Admissions in consultation with the P.T. Assistant Department.

Respiratory Care Technology (Therapists and Technicians)

T 091 Associate In Applied Science Degree/Diploma

The Respiratory Care Technology curricula offer career education options for respiratory therapists and/or respiratory therapy technicians.

The respiratory therapist specializes in the application of scientific knowledge and theory to practical, clinical problems of respiratory care. Knowledge and skills for performing these functions are usually achieved through two or more years of academic and clinical preparation. The respiratory therapist is qualified to assume primary clinical responsibility for all respiratory care modalities, including responsibilities involved in supervision of respiratory technician functions. The therapist is frequently involved in supervision of respiratory technician functions. The therapist is frequently required to exercise considerable independent, clinical judgment in the respiratory care of patients under the direct or indirect supervision of a physician. Further, the therapist is capable of serving as a technical resource person to the physician with regard to current practices in respiratory care, and to the hospital staff as to effective and safe methods for administering respiratory care.

The technician's role does not require the exercising of independent, clinical judgment; however, the technician is expected to adjust or modify therapeutic techniques within well-defined procedures based on a limited range of patient responses. Therefore, the effective use of the technician, especially in the critical care setting, requires the supervision of a respiratory therapist or a physician experienced in respiratory care. Knowledge and skills for performing these functions are usually achieved through one or more years of academic and clinical preparation.

Graduates of the technician and therapist curricula are eligible to apply for admission to the Entry Level Respiratory Therapy Practitioner (CRTT) examination by the National Board for Respiratory Care. Graduates of the therapist level curriculum are eligible to apply for admission to the Advanced Respiratory Care Practitioner (RRT) examination.

Graduates may be employed in a wide variety of health related areas including hospitals (in respiratory therapy, special services, cardiopulmonary, anesthesiology, or pulmonary medicine departments), respiratory equipment sales and rental companies, rehabilitation centers, skilled nursing care facilities, and educational and research institutions.

Individuals desiring a career in respiratory care technology should take biology and pre-algebra courses prior to entering the program. It is recommended that applicants to the Respiratory Care programs complete a general chemistry course.

ADMISSIONS REQUIREMENTS
(One-Year Technician) Diploma

1. Complete Application for Admission.
2. Submit high school transcript showing successful completion of high

Respiratory Care Technology (Therapists and Technicians)

T 091 Associate In Applied Science Degree/Diploma

school requirements for graduation or successful completion of GED. Submit transcripts of all previous post-secondary education.

3. Submit evidence of successful completion of high school or college biology and pre-algebra before entry into the program. These pre-requisite courses are available through the college. Applicants wishing to complete the above pre-requisite courses at other institutions must receive prior approval from the Director of Admissions at Stanly Community College.
4. Successful completion of placement evaluation with 12th grade level performance on 3 of the 5 evaluation areas.
5. The college reserves the right to test any applicant asking for transfer credit on courses in theory or clinical.
6. All applicants must submit three letters of reference. Those currently or previously employed in the field of Respiratory Care must have a work-related reference from their immediate or past supervisor. Relatives should not be used as references.
7. Applicants completing the above requirements will be conditionally accepted until the college's medical form, completed by a physician, is received in the Admissions Office and reviewed for satisfactory results. Immunizations must be current for rubella, tetanus, diphtheria, and rubeola. Evidence of recent serology, CBC, urinalysis, and TB must also be presented.
8. Upon satisfactory completion of all of the above requirements the applicant will receive written notification of final acceptance to the Respiratory Care Technology program.

SUGGESTED SEQUENCE OF COURSES BY QUARTER
(Technician Option)

Course Title			Lec	Lab	Clin	Credit
First Quarter						
MAT	0105	Math for Allied Health Professionals	3	0	0	3
BIO	0101	Anatomy and Physiology I	4	2	0	5
RSP	0101	Respiratory Therapy Procedures I	4	4	0	6
BIO	0115	Medical Terminology	1	2	0	2
ORI	0101	Principles of Active Learning	0	2	0	1
			12	10	0	17

Respiratory Care Technology (Therapists and Technicians)

T 091 Associate In Applied Science Degree/Diploma

Second Quarter						
BIO	0102	Anatomy & Physiology II	4	2	0	5
RSP	0102	Respiratory Therapy Procedures II	2	4	0	4
PHM	0150	Pharmacology	2	0	0	2
RSP	0121	Clinical Practice I	0	0	9	3
PSY	0101	Principles of Psychology	3	0	0	3
RSP	0104	Pathology	3	0	0	3
			14	6	9	20
Third Quarter						
RSP	0120	Pediatrics	1	2	0	2
RSP	0122	Clinical Practice II	0	0	15	5
RSP	0103	Respiratory Therapy Procedures III	4	4	0	6
CHM	0101	Chemistry	3	2	0	4
ENG	0101	Grammar	3	0	0	3
			11	8	15	20
Fourth Quarter						
RSP	0100	Entry Level Review	2	0	0	2
RSP	0123	Clinical Practice III	0	0	24	8
BIO	0204	Microbiology	3	2	0	4
RSP	0124	Cardiopulmonary Pathophysiology	3	2	0	4
			8	4	24	18

TOTAL HOURS REQUIRED: 75

ADMISSIONS REQUIREMENTS
(2nd-Year Therapist Option)
Associate In Applied Science Degree

Additional Admission Requirements:

In addition to all requirements for entry into the technician program, therapist applicants must also:

1. Submit evidence of completion of an accredited one-year technician program.
2. Submit a copy of their certification from the National Board of Respiratory Care. Students graduating from an approved Respiratory Care Technician program immediately prior to entry into the therapist program must attempt the first available NBRC exam following their completion of the technician program.
3. Provide evidence of satisfactory completion of one quarter (or semester) of college-level English.
4. Repeat or satisfactorily complete an examination if requested on any course in the technician program for which they received a grade below a "C" if requested to do so by the Respiratory Care program head.

Respiratory Care Technology (Therapists and Technicians)

T 091 Associate In Applied Science Degree/Diploma

Students currently enrolled in the Respiratory Care Technician program at Stanly Community College and wishing to continue their studies in the therapist option must submit an application for admission to the therapist program no later than May 1 of the current year in order to be considered prior to acceptance of non-continuing students.

SUGGESTED SEQUENCE OF COURSES BY QUARTER
(Therapist Option)

Course	Title		Lec	Lab	Clin	Credit
Fifth Quarter						
RSP	0210	Mechanical Ventilation I	3	2	0	4
PSY	0110	Interpersonal Skills	3	0	0	3
RSP	0220	Pediatrics II	2	2	0	3
RSP	0221	Clinical Practice IV	0	0	15	5
BIO	0100	Cardiopulmonary Resuscitation	1	0	0	1
			9	4	15	16
Sixth Quarter						
RSP	0222	Clinical Practice V	0	0	18	6
RSP	0212	Pulmonary Functions	1	2	0	2
SPH	0204	Oral Communications	3	0	0	3
ENG	0102	Composition	3	0	0	3
RSP	0211	Mechanical Ventilation II	3	2	0	4
			10	4	18	18
Seventh Quarter						
RSP	0213	Organization and Administration	2	0	0	2
CAS	0102	Computer Usage in the Medical Profession	3	2	0	4
RSP	0223	Clinical Practice VI	0	0	18	6
RSP	0200	Registry Review	2	0	0	2
		Social Science Elective	3	0	0	3
			10	2	18	17
		TOTAL HOURS REQUIRED:				126

CRITERIA FOR PROGRESSION

1. For the student to progress in the respiratory program a "C" or higher must be achieved for all respiratory courses (courses with a prefix RSP). Students earning less than a "C" in respiratory courses will automatically be withdrawn from the respiratory program. If a student received below a "C" (below 78) in either the theory or clinical components of respiratory courses involving clinical experience, the theory and clinical grades will **not** be averaged and a grade of "F" will be submitted for the overall grade for the course.

Respiratory Care Technology (Therapists and Technicians)

T 091 Associate In Applied Science Degree/Diploma

Grading Scale for All RSP Courses

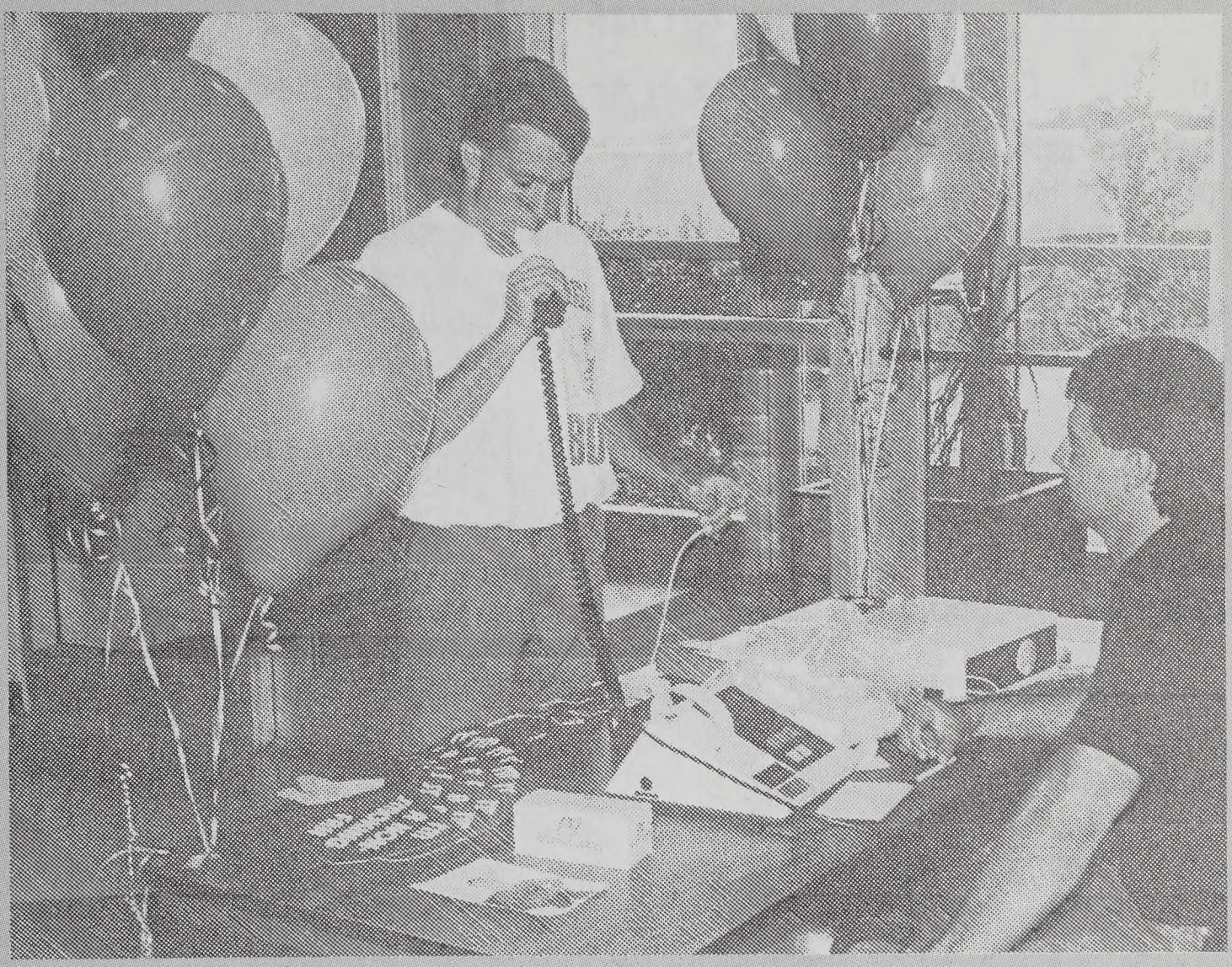
A – 93-100
B – 86-92
C – 78-85
F – A score of less than 78 in theory or clinical

2. In the event that a student's physical or mental health interferes with the student's academic and/or clinical performance, the respiratory faculty may require the student to submit written verification of current health from an appropriate health care provider; i.e., physician, nurse practitioner, psychiatrist, or psychologist. Upon consultation with the Chairperson of the Allied Health Department and review of the professional statement of health submitted by the student, the Vice President for Student Development will render a decision as to whether or not the student will be allowed to continue in the program. The Vice President for Student Devleopment will notify the student in writing of the decision.
3. In the event the student's behavior is not consistent with sound respiratory practices and/or safety essential to respiratory, the instructors and/or Chairperson of the Allied Health Department have the authority to immediately remove the student from the setting. Students so removed will be referred to the Vice President for Student Development for further investigation and/or possible dismissal from the respiratory program.

CRITERIA FOR GRADUATION:

To be eligible for graduation a student must:

1. Complete all course requirements in the respiratory curriculum, earning a grade of "C" or higher in the respiratory courses and an overall 2.00 grade point average.
2. Pay a graduation fee at the time of registration for the last quarter.
3. Fulfill all financial obligations to the college.
4. **Be present for graduation exercises.** Graduation exercises are held at the end of the summer term on the date published in the academic calendar. In cases of unavoidable circumstances, exceptions to this requirement may be granted by the Vice President for Student Development. During graduation exercises, candidates must be dressed in proper attire, as determined by the President of the College.



Secretarial — Legal

T 031 Associate in Applied Science Degree

The purpose of the Secretarial — Legal curriculum are to prepare the individual to enter the legal secretarial profession through work in a lawyer's office, in city, county, state or government offices; provide an educational program for individuals wanting education for upgrading (moving from one legal secretarial position to another legal secretarial position) and provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of legal typewriting, shorthand transcription and business machines. Through these skills the individual will be able to perform legal, office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the legal secretarial profession.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Class	Lab	Credit
First Quarter					
OSC	0102	Typewriting I (Keyboarding)	3	2	4
ENG	0101	Grammar	3	0	3
BUS	0110	Business Math with Electronic Calculator Applications	6	0	6
OSC	0112	Records Management	3	0	3
PSY	0110	Interpersonal Skills	3	0	3
ORI	0101	Principles of Active Learning	0	2	1
			18	4	20
Second Quarter					
OSC	0103	Typewriting II (Document Formatting)	3	2	4
ENG	0102	Composition	3	0	3
BUS	0115	Business Law I	3	0	3
OSC	0122	Applied Secretarial Communications	3	0	3
BUS	0114	Professional Development	3	0	3
OSC	0123	Information Processing Concepts and Applications	3	2	4
			18	4	20
Third Quarter					
OSC	0104	Typewriting III (Document Production)	3	2	4
OSC	0124	Advanced Word Processing Application	3	2	4
OSC	0106	Machine Transcription	3	2	4
SPH	0204	Oral Communications	3	0	3
OSC	0114	Administrative Office Procedures	3	2	4
			15	8	19
Fourth Quarter					
OSC	0216	Advanced Information Processing I	3	2	4

Completion of the above courses will earn a diploma in Administrative Office Technology

Secretarial — Legal

T 031 Associate in Applied Science Degree

OSC	0201	Beginning Shorthand or Elective	3	2	4
BUS	0211	Office Management	3	0	3
ECO	0102	Economics I	3	0	3
OSC	0211	Legal Office Transcription/Terminology	3	2	4
		Cooperative Work Experience	0	20	2
			15	26	20

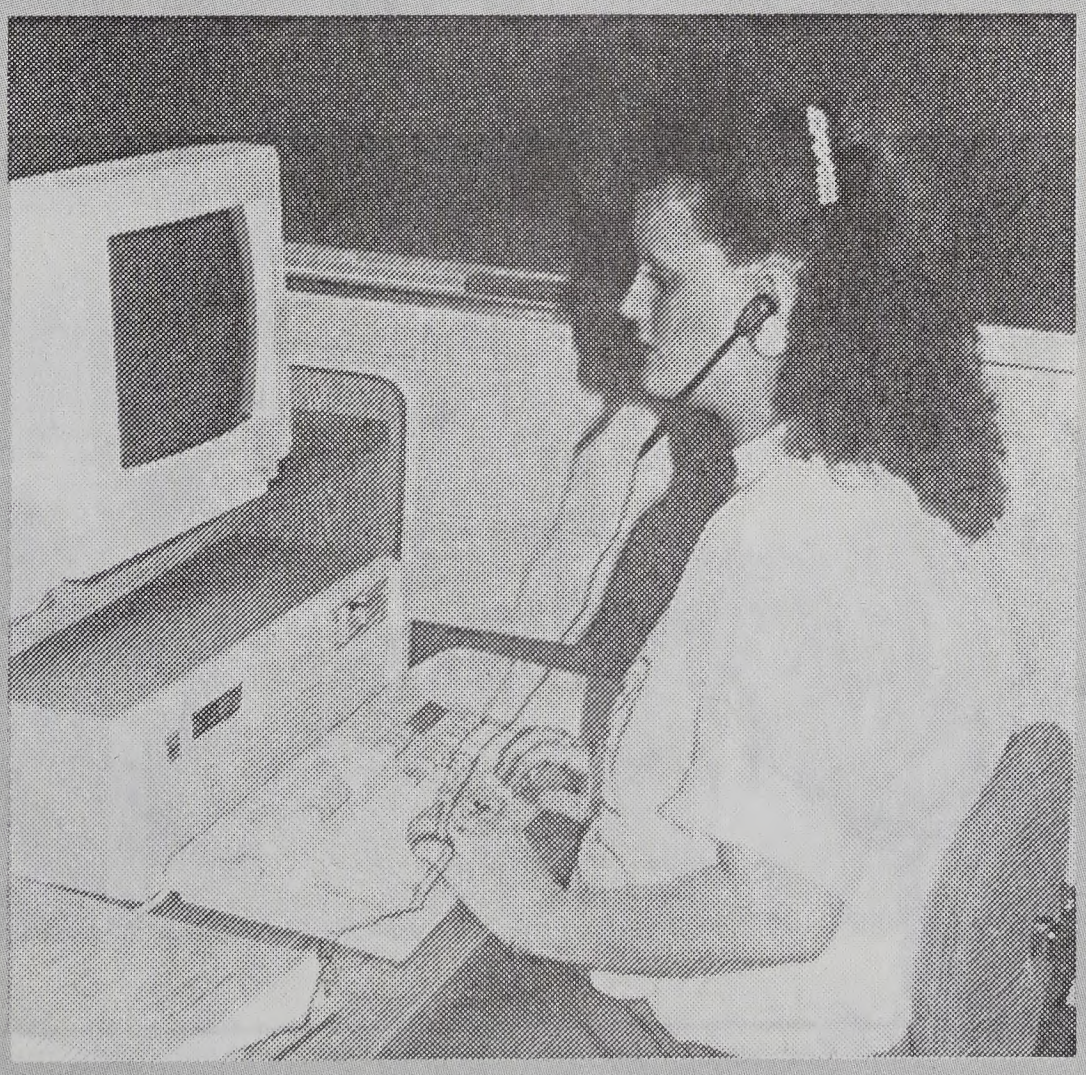
Fifth Quarter

OSC	0217	Advanced Information Processing II	3	2	4
OSC	0202	Shorthand II or OSC 0207 Machine Transcription II	3	2	4
BUS	0212	Principles of Supervision	3	0	3
ACC	0120	Accounting I	4	2	5
SSC	0103	Organizations and the Parliamentary Process	3	0	3
		Cooperative Work Experience	0	20	2
			16	26	21

Sixth Quarter

ACC	0121	Accounting II	4	2	5
OSC	0218	Office Systems	5	0	5
SOC	0102	Principles of Sociology	3	0	3
BUS	0116	Business Law II	3	0	3
		Cooperative Work Experience	0	20	2
			15	22	18

TOTAL HOURS REQUIRED FOR GRADUATION 118



PROGRAMS OF STUDY

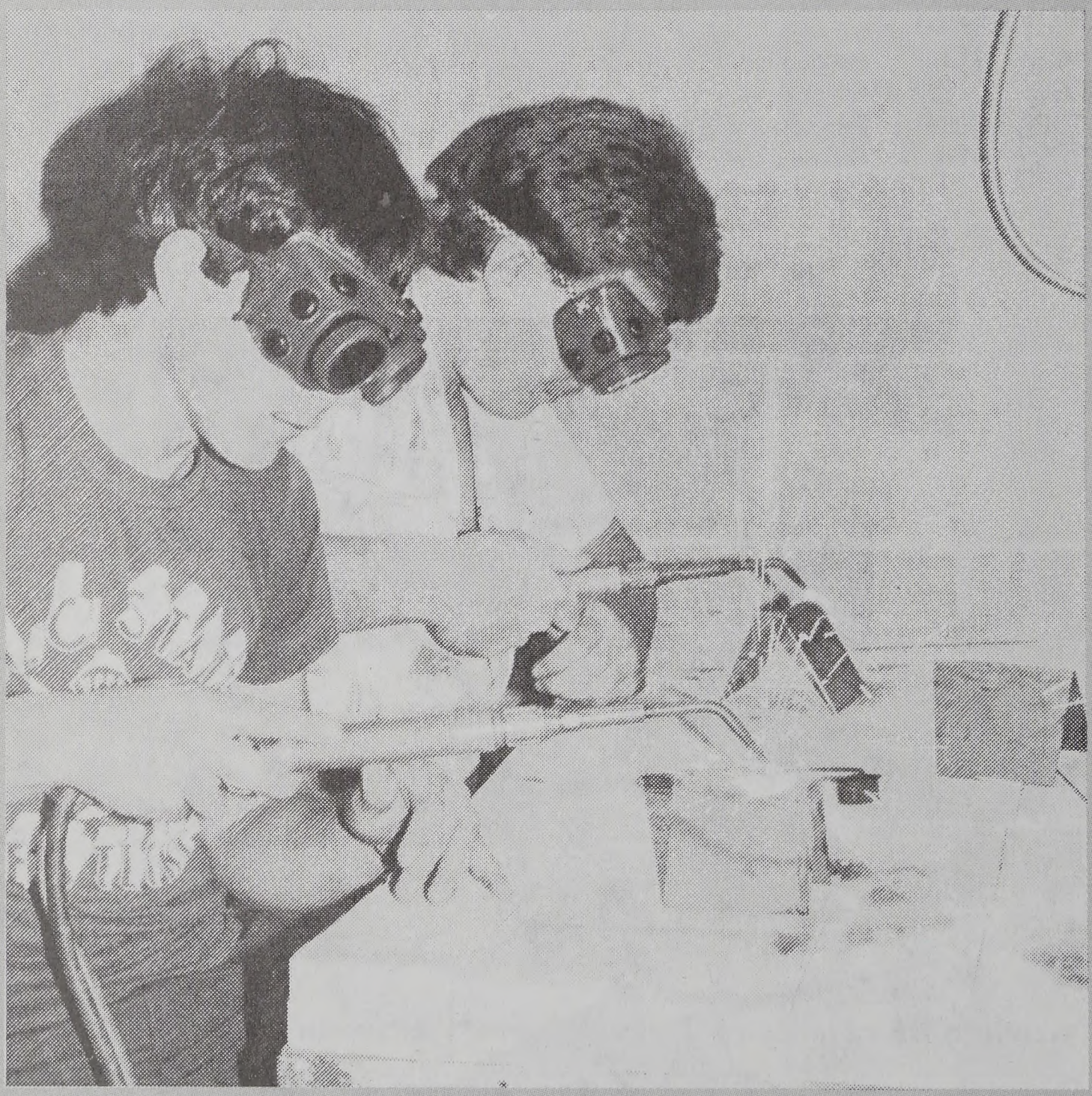
Welding

V 050 Certificate

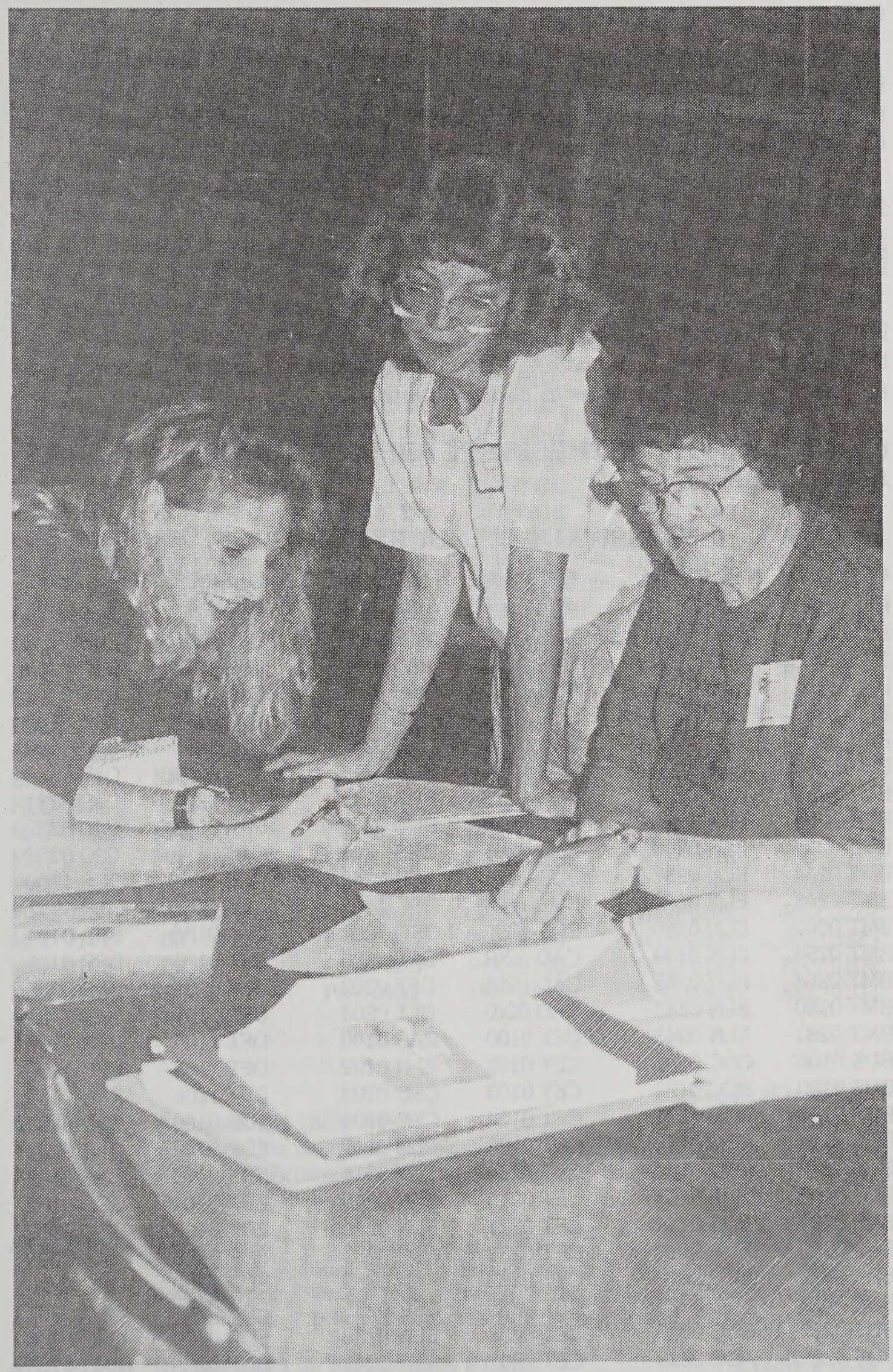
(Offered During Evening Only)

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Class	Lab	Credit
First Quarter					
WLD	1141A	Beginning Welding I-Part A	3	7	5
Second Quarter					
WLD	1141B	Beginning Welding I-Part B	2	8	5
WLD	1122A	Commercial and Industrial Practices	2	3	3
Third Quarter					
WLD	1122B	Commercial and Industrial Practices	1	6	3
		TOTAL HOURS REQUIRED FOR CERTIFICATE			16



Course Descriptions



COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

The following is a listing of course descriptions arranged **alphabetically by prefix.** Each course description lists the three-letter alphabetical prefix followed by either three or four numbers. Courses with the four numbers are vocational level courses and are not designed for associate degree programs.

Following the prefix and the number is the course title. Titles that have Roman numerals (I, II, III, etc.) indicate series courses and indicate that I is prerequisite to II, II is prerequisite to III. Other course prerequisites will be listed at the end of the course description.

There are three numbers to the right of the course title. The first number indicates the credit hours for the course. The numbers in parentheses indicate the class and lab hours per week. When three numbers are shown in parentheses the third number relates to clinical hours.

(COURSES IN PARENTHESIS ARE PREVIOUS COURSE PREFIXES AND NUMBERS)

CROSSWALK OF COURSE PREFIXES

Old Prefix	New Prefix	Old Prefix	New Prefix	Old Prefix	New Prefix
BIO 0175	BIO 0125	BUS 0252	RLS 0102	CET 0263	ELN 0227
BIO 0300	BIO 0100	BUS 0253	RLS 0103	CET 0265	ELN 0228
BIO 0301	BIO 0110	BUS 0254	RLS 0104	CET 0270	ELN 0248
BMT 0101	ELN 0121	BUS 0255	RLS 0205	CJC 0203	CJC 0103
BMT 0163	ELN 0123	BUS 0268	BAF 0105	CJC 0210	CJC 0140
BMT 0201	ELN 0201	BUS 0269	ACC 0249	CJC 0250	CJC 0150
BMT 0202	ELN 0202	BUS 0271	BUS 0211	CJC 0251	CJC 0230
BMT 0224	ELN 0224	BUS 0272	BUS 0212	CJC 0260	CJC 0231
BMT 0225	ELN 0225	BUS 0280	BUS 0240	CJC 0265	CJC 0232
BMT 0234	ELN 0240	BUS 0281	BUS 0241	CJC 0270	CJC 0233
BMT 0244	ELN 0237	BUS 0299	BUS 0242	COS 3004	COS 1900
BMT 0248	ELN 0244	BUS 1105	ISC 1105	COS 3005	COS 1991
BMT 0249	ELN 0249	BUS 1204	OSC 1204	DFT 0104	BPR 0104
BMT 0254	ELN 0239	CAD 0201	DFT 0120	DFT 0105	DPR 0105
BMT 0264	ELN 0245	CAD 0202	DFT 0202	DFT 0235	BPR 0235
BMT 0280	ELN 0242	CAD 0203	DFT 0203	DFT 1101	BPR 1101
BMT 0281	ELN 0243	CET 0100	CAS 0100	DFT 1104	BPR 1104
BUS 0100	OSC 0100	CET 0102	ELN 0102	DFT 1105	BPR 1105
BUS 0120	ACC 0120	CET 0103	CSC 0103	DFT 1106	BPR 1106
BUS 0121	ACC 0121	CET 0104	CSC 0104	EDP 0100	CSC 0100
BUS 0122	ACC 0122	CET 0120	ELN 0147	EDP 0102	CAS 0102
BUS 0130	ACC 0130	CET 0214	ELN 0214	EDP 0103	CAS 0103
BUS 0193	BAF 0103	CET 0215	ELN 0215	EDP 0104	CSC 0102
BUS 0194	BUS 0144	CET 0221	ELN 0246	EDP 0108	CSC 0108
BUS 0220	BUS 0114	CET 0231	CSC 0231	EDP 0150	CAS 0106
BUS 0222	ACC 0222	CET 0233	ELN 0233	EDP 0200	CSC 0200
BUS 0223	ACC 0223	CET 0235	CSC 0235	EDP 0201	CSC 0201
BUS 0225	ACC 0225	CET 0238	ELN 0238	EDP 0204	CSC 0204
BUS 0229	ACC 0229	CET 0241	ELN 0247	EDP 0206	CSC 0206
BUS 0250	ACC 0250	CET 0250	ELN 0250	EDP 0207	CAS 0207
BUS 0251	RLS 0101	CET 0255	ELN 0226	EDP 0208	CSC 0208

Old Prefix	New Prefix	Old Prefix	New Prefix	Old Prefix	New Prefix
EDP 0209	CSC 0209	MOA 1101	MED 1101	PTA 0101	PTH 0101
EDP 0210	CSC 0210	MOA 1102	MED 1102	PTA 0102	PTH 0102
EDP 0211	CSC 0211	MOA 1201	MED 1201	PTA 0103	PTH 0103
EDP 0212	CSC 0212	MOA 1202	MED 1202	PTA 0110	PTH 0110
EDP 0214	CSC 0214	MOA 1203	MED 1203	PTA 0201	PTH 0201
EDP 0215	CSC 0215	MOA 1301	MED 1301	PTA 0202	PTH 0202
EDP 0216	CSC 0216	MOA 1302	MED 1302	PTA 0204	PTH 0204
EDP 0217	CAS 0217	MOA 1303	MED 1303	PTA 0205	PTH 0205
EDP 0218	CAS 0218	MOA 1402	MED 1402	PTA 0206	PTH 0206
EDP 0224	CAS 0224	MOA 1403	MED 1403	PTA 0211	PTH 0211
EDP 0400	CAS 0105	MOA 1404	MED 1404	PTA 0215	PTH 0215
EDP 1103	CAS 1103	NUR 0105	PHM 0105	PTA 0298	PTH 0248
EDU 0150	EDU 0110	OFT 0102	OSC 0102	PTA 0299	PTH 0249
EDU 0151	EDU 0120	OFT 0103	OSC 0103	RED 0100D	RED 0060
EDU 0152	EDU 0130	OFT 0104	OSC 0104	RTH 0100	RSP 0100
EDU 0153	EDU 0103	OFT 0106	OSC 0106	RTH 0101	RSP 0101
EDU 0154	EDU 0134	OFT 0110	BUS 0110	RTH 0102	RSP 0102
EDU 0155	EDU 0145	OFT 0112	OSC 0112	RTH 0103	RSP 0103
EDU 0202	EDU 0230	OFT 0114	OSC 0114	RTH 0104	RSP 0104
EDU 0204	EDU 0122	OFT 0120	BUS 0114	RTH 0150	PHM 0150
EDU 0232	EDU 0115	OFT 0122	OSC 0122	RTH 0152	RSP 0120
EDU 0234	EDU 0114	OFT 0173	OSC 0123	RTH 0162	RSP 0124
EDU 0251	EDU 0210	OFT 0174	OSC 0124	RTH 0181	RSP 0121
EDU 0252	EDU 0220	OFT 0201	OSC 0201	RTH 0182	RSP 0122
EDU 0260	EDU 0116	OFT 0202	OSC 0202	RTH 0183	RSP 0123
EDU 0261	EDU 0121	OFT 0203	OSC 0203	RTH 0200	RSP 0200
ENG 0101D	Delete	OFT 0208	OSC 0208	RTH 0258	RSP 0210
ENG 0204	SPH 0204	OFT 0209	OSC 0209	RTH 0259	RSP 0211
HED 0120	SAF 0120	OFT 0210	OSC 0210	RTH 0270	RSP 0220
MAT 0150	MAT 0050	OFT 0211	OSC 0211	RTH 0272	RSP 0212
MAT 0153	MAT 0106	OFT 0276	OSC 0216	RTH 0276	RSP 0213
MAT 0153D	Delete	OFT 0277	OSC 0217	RTH 0284	RSP 0221
MEC 0235	HYD 0235	OFT 0278	OSC 0218	RTH 0285	RSP 0222
MED 0101	BIO 0115	PME 5211	PME 1100	RTH 0286	RSP 0223
MED 0102	BIO 0116	POL 0250	POL 0150	SCO 0101	PHS 0101
MKT 0160	MKT 0120	PSY 0151	PSY 0101	SSC 0303	SSC 0103
MKT 0260	MKT 0250				

Credit (Class-Lab)

ACC 0120 Accounting I (BUS 0120) Credit 5 (4-2)
A study of the principles, techniques, and concepts of accounting. Emphasis is placed on collecting, summarizing, and reporting information for the service and merchandising enterprise.

ACC 0120A Accounting I — Part A (BUS 0120A) Credit 3 (2-2)
An introductory course which acquaints the student with the accounting terminology, basic principles, and techniques used in recording transactions for a business. The accounting cycle and financial statement preparation is emphasized.

ACC 0120B Accounting I — Part B (BUS 0120B) Credit 2 (2-0)
Continuation of ACC 0120A. Analysis of special journals and papers used in a small business is emphasized.

COURSE DESCRIPTIONS

ACC 0121 **Accounting II (BUS 0121)** **Credit 5 (4-2)**
A study of the basic principles and concepts for partnerships and corporate forms of organization.
Prerequisite: ACC 0120 or consent of department head

ACC 0121A **Accounting II — Part A (BUS 0121A)** **Credit 3 (2-2)**
A continuation of the introductory course which acquaints the student with the accounting terminology, basic principles and techniques used in recording transactions for a business. Contrasts and compares accounting systems of proprietorships, partnerships and corporate businesses.

ACC 0121B **Accounting II — Part B (BUS 0121B)** **Credit 2 (2-0)**
Continuation of ACC 0121A. Includes a more in-depth look at some of the concepts introduced in ACC 0120.

ACC 0122 **Accounting III (BUS 0122)** **Credit 5 (4-2)**
A study of the basic principles and concepts of managerial and responsibility accounting. Emphasis is placed on using accounting data for internal planning and control.
Prerequisites: ACC 0121 or consent of the department head

ACC 0122A **Accounting III — Part A (BUS 0122A)** **Credit 3 (2-2)**
A continuation of the introductory course which acquaints the student with the accounting terminology, basic principles and techiques used in recording transactions for a business. Interpretation and use of accounting data for management decisions, financial statement analysis, cash flow analysis, budgetary and costing systems analysis is emphasized.

ACC 0122B **Accounting III — Part B (BUS 0122B)** **Credit 2 (2-0)**
Continuation of ACC 0122A. Practical applications of the principles learned are made by solving problems using those principles. Includes a more in-depth look at some of the concepts introduced in ACC 0120.

ACC 0130 **Microcomputer Accounting (BUS 0130)** **Credit 3 (2-2)**
A study in the use of the microcomputer to record transactions in the general ledger system; maintain an up-to-date file of customer accounts receivable; maintain file on creditor accounts payable; maintain payroll system; prepare depreciation schedules; and preparation of financial statement analysis.
Prerequisite: ACC 0121

ACC 0222 **Intermediate Accounting I (BUS 0222)** **Credit 5 (4-2)**
A comprehensive study of accounting principles introduced in earlier courses with special emphasis placed on the preparation of financial statements, cash and temporary investments, receivables and inventories.
Prerequisite: ACC 0122

ACC 0222A **Intermediate Accounting I — Part A (BUS 0222A)** **Credit 3 (2-2)**
A comprehensive study of financial accounting principles. Special emphasis is placed on the income statement, balance sheet and inventory valuation.

ACC 0222B **Intermediate Accounting I — Part B (BUS 0222B)** **Credit 2 (2-0)**
Continuation of ACC 0222A including cash and temporary investments, receivable and inventories.

ACC 0223 **Intermediate Accounting II (BUS 0223)** **Credit 5 (4-2)**
A comprehensive study of accounting principles introduced in earlier courses with special emphasis placed on long-lived assets, intangible assets, liabilities, owners equity accounts, and special accounting problems.
Prerequisite: ACC 0222

ACC 0223A Intermediate Accounting II — Part A (BUS 0223A) Credit 3 (2-2)
A continuation of the study of financial accounting principles. Special emphasis is placed on long-lived assets, intangible assets and liabilities.

ACC 0223B Intermediate Accounting II — Part B (BUS 0223B) Credit 2 (2-0)
Continuation of ACC 0223A. Topics to be covered include owners equity accounts and special accounting problems.

ACC 0225 Cost Accounting I (BUS 0225) Credit 5 (4-2)
A study of the nature and purpose of cost accounting with emphasis on accounting for direct labor, materials, factory overhead, and the job order system of cost accounting.
Prerequisite: ACC 0121

ACC 0229 Income Taxes (BUS 0229) Credit 6 (6-0)
A study of federal income taxes with emphasis on the preparation of individual tax returns. A detailed study of form 1040 and supporting schedules is stressed.

ACC 0229A Income Taxes — Part A (BUS 0229A) Credit 3 (3-0)
A study of federal income taxes with emphasis on the preparation of tax returns.

ACC 0229B Income Taxes — Part B (BUS 0229B) Credit 3 (3-0)
Continuation of ACC 0229A. A detailed study of form 1040 and supporting schedules is stressed. Current law changes are emphasized.

ACC 0249 Auditing (BUS 0269) Credit 5 (5-0)
An analysis of accounting control systems and the independent auditor's examination of the system and other evidence as a basis for expressing an opinion on financial statements.
Prerequisite: ACC 0122

ACC 0250 Payroll Accounting (BUS 0250) Credit 3 (3-0)
A comprehensive study of accounting principles as applied to payroll records with particular emphasis placed on payroll computations, payroll taxes, and state and federal reports.
Prerequisites: ACC 0120

AGR 1170 Plant Science Credit 4 (3-2)
An introductory general botany and plant science course covering the fundamental principles of the reproduction, growth, functions, and development of seed bearing plants.

AGR 1170A Plant Science — Part A Credit 2 (2-0)
Upon completion of this part, the student should be able to demonstrate a knowledge of the role of plants in the living world, the physical structure of different types of plants, naming conventions, plant genetics, and propagation techniques.

AGR 1170B Plant Science — Part B Credit 2 (1-2)
Upon completion of this part, the student should be able to demonstrate a knowledge of photosynthesis, respiration, and translocation; soil and soil water management; climatic influences on plants, biological competitors, and harvest, preservation, transportation, storage and marketing of plants.
Prerequisite: Part A or permission of program head.

AGR 1185 Soil Science and Fertilizers Credit 4 (3-2)
A course dealing with the basic principles of efficient classification, evaluation and management of soils; care, cultivation and fertilization of the soil, and conservation of soil fertility.

COURSE DESCRIPTIONS

AGR 1185A **Soil Science and Fertilizers — Part A** **Credit 2 (2-0)**
Upon completion of this part, the student should be able to demonstrate a knowledge of the uses, origin, development, and physical properties of soil; soil water, irrigation, and drainage.

AGR 0185B **Soil Science and Fertilizers — Part B** **Credit 2 (1-2)**
Upon completion of this part, the student should be able to demonstrate a knowledge of soil life, organic amendments, soil fertility, pH, salinity, soil sampling and testing, types of fertilizers.
Prerequisite: Part A or permission of program head.

AHR 0101 **Air Conditioning and Refrigeration** **Credit 4 (3-2)**
A general introduction to the principles of refrigeration, including the study of the assembly of the components and connections necessary in the mechanisms, methods of operation and control, and proper handling of refrigerants in charging the system. The use of testing equipment in diagnosing trouble, conducting efficiency tests, and general maintenance work is also included.

AUT 1111 **Automotive Body Repair** **Credit 10 (6-12)**
Basic principles of automobile construction, design and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present day vehicles. The student applies the basic principles of straightening, aligning, and painting of damaged areas.

AUT 1111A **Automotive Body Repair-A** **Credit 5 (3-6)**
Basic principles of automobile construction, design and manufacturing. A thorough study of angles, crown, and forming of steel into complex contour of the present day vehicles. The student begins to apply the basic principles of straightening, aligning, and painting of damaged areas.

AUT 1111B **Automotive Body Repair-B** **Credit 5 (3-6)**
Review of AUT 1111A. The student finishes the application of the basic principles of straightening, aligning, and painting of damaged areas.

AUT 1112 **Automotive Body Repair** **Credit 10 (6-12)**
A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and bends, and straightening typical auto body damage. The student begins acquiring skills such as shaping angles, crowns, and contour of the metal of the body and fenders, metal working and painting.

AUT 1112A **Automotive Body Repair-A** **Credit 5 (3-6)**
A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and bends, and straightening typical auto body damage.

AUT 1112B **Automotive Body Repair-B** **Credit 5 (3-6)**
Review of AUT 1112A. The student begins to acquire skills such as shaping angles, crowns, and contour of the metal of the body and fenders, metal working and painting.

AUT 1113 **Metal Finishing and Painting** **Credit 10 (6-12)**
Development of the skill to shrink stretched metal, and preparation of the metal for painting; straightening of doors, hoods, and deck lids; fitting and aligning; painting fenders and panels, spot repairs; complete vehicle painting; and the use and application of power tools.

AUT 1113A **Metal Finishing and Painting-A** **Credit 5 (3-6)**
Developing the skill of shrinking stretched metal; soldering and leading; preparing the metal for painting; and straightening of doors, hoods, and deck lids.

AUT 1113B **Metal Finishing and Painting-B** **Credit 5 (3-6)**
Fitting and aligning the parts to each other, painting fenders, panels and spot repair; complete vehicle painting; and the use and application of power tools.

AUT 1114 **Body Shop Application** **Credit 14 (8-18)**
General introduction and instruction in the automotive frame and front-end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of frames and front wheel alignment. The student applies all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster.

AUT 1114A **Body Shop Application-A** **Credit 5 (3-6)**
General introduction and instruction in the automobile frame and front-end suspension systems; the methods of operation and control; and the safety of the vehicle.

AUT 1114B **Body Shop Application-B** **Credit 5 (3-6)**
Unit job application covers straightening of frames and front wheel alignment. The student applies all phases of training.

AUT 1114C **Body Shop Application-C** **Credit 4 (2-6)**
The writing of repair orders, purchasing parts, estimating damage, and developing the final settlement with the adjuster.

AUT 1115 **Trim and Glass installation** **Credit 2 (1-3)**
Methods of removing and installing interior trim; removing and installing headlinings and door trim panels; painting of trim parts and accessories; and glass removal, cutting, fitting, and installation.

AUT 1123 **Automotive Brakes, Chassis and Suspension Systems** **Credit 7 (4-9)**
A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis on how they operate, power adjustment, and repair. Principles and functions of the components of the automotive chassis. Practical job instruction in adjusting and repairing of suspension and steering systems. Units to be studied: shock absorbers, springs, steering systems, steering linkage, and front end alignment.

AUT 1124 **Automotive Power Train Systems** **Credit 4 (2-6)**
Principles and functions of automotive power-train systems: clutches and transmission gears, drive-shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.

BAF 0103 **Community Banks and Services (BUS 0193)** **Credit 1 (1-0)**
A mini course which surveys the functions and services of a commercial bank. Areas covered include savings and demand deposits, trusts, investment counseling, safe deposit boxes, IRA's, Certificates of Deposit, variable-rate loans, fixed-rate loans, student-loan services, mortgages, and revolving credit products.

BAF 0105 **Principles of Banking (BUS 0268)** **Credit 3 (3-0)**
The foundation of most other American Institute of Banking courses, this course looks at nearly every aspect of banking. Providing a comprehensive introduction to the diversified services offered by the banking industry today, it is essential for most new banking personnel. The revised course includes new material on bank accounting, pricing, and profitability; and expands the discussion on the personnel and security functions of the bank.

COURSE DESCRIPTIONS

BIO 0100 **Cardiopulmonary Resuscitation (BIO 0300)** **Credit 1 (1-0)**
Teaches and develops skills in the life-saving procedure of Cardiopulmonary Resuscitation. Practical application with appropriate equipment is used extensively. Upon successful completion of this course, persons will be certified in CPR.

BIO 0101 **Anatomy and Physiology I** **Credit 5 (4-2)**
A course dealing with normal structure and related functioning of the skeletal, muscular, digestive, nervous, integumentary, and special senses systems of the human body. The human body is studied in an effort to understand the coordination of all systems to maintain the need for homeostasis. X-ray films, palpations, cross-sectional sections of the human body, models, torsos, preserved human organs and dissections are urged during laboratory class work in order to aid comprehension.
Prerequisites: High School Biology or acceptance into an Allied Health curriculum.

BIO 0102 **Anatomy and Physiology II** **Credit 5 (4-2)**
A continuation of BIO 0101 dealing with normal structure and related functioning of the circulatory, respiratory, urinary, reproductive and endocrine systems of the human body. An understanding of the basic facts of human anatomy and physiology which are particularly useful for an Allied Health program. The laboratory work includes the study of X-ray films, palpations, preserved human organs, cross-sectional sections of the human body, models, torsos, and dissections. One on one dissections are utilized to enhance competence of the subject.

BIO 0104 **Human Anatomy & Physiology/ Medical Terminology I** **Credit 3 (2-2)**
A basic course providing an opportunity for the students to gain an understanding for the basic facts of human anatomy and physiology which are particularly useful for BioMedical Electronic Engineering Students. Emphasis is placed on the Integumentary, Skeletal, Muscular, Nervous, and Digestive systems. Laboratory experiences provide dissection of the cat and study of actual human specimens illustrative of these systems. The laboratory experience also includes a living portion in which students in pairs observe and palpate prominent and significant features of the human body. The study is made more interesting and alive by the identification of the body parts from radiographs as well as the medical terms for the above systems.

BIO 0105 **Human Anatomy & Physiology/ Medical Terminology II** **Credit 3 (2-2)**
A basic course providing an opportunity for the student to gain an understanding of the basic facts of human anatomy and physiology which are particularly useful for the BioMedical Engineering Students. Emphasis is placed on the Circulatory, Respiratory, Urinary, Reproductive, Special Senses, and Endocrine systems. Laboratory experiences provide dissection of the cat and study of actual human specimens illustrative of these systems. The laboratory experience also includes a living portion in which students in pairs observe and palpate prominent and significant features of the human body. The study is made more interesting and alive by the identification of the body parts from radiographs as well as the medical terms for the above system. Prior to completion of the course, if convenient, the instructor will take the students to the Bowman Gray School of Medicine Anatomy Department, for the dissection of a human cadaver.

BIO 0110 **Multimedia First Aid and CPR (BIO 0301)** **Credit 1 (1-0)**
Basic first-aid class as approved by the American Red Cross. Makes use of lecture, films, and hands-on activities. CPR is taught according to the American Heart Association.

BIO 0115 **Medical Terminology (MED 0101)** **Credit 2 (1-2)**
This course is designed to introduce the students to the medical language by word parts, analyzing and defining of terms and to word building. The course approaches medical terminology by body systems emphasizing anatomical, medical diagnostic, surgical and diagnostic procedural terms for each system.

BIO 0116 **Advanced Medical Terminology (MED 0102)** **Credit 2 (1-2)**
This course reviews principles of medical word building and other diagnostic procedural terms that are not a part of MED 0101. The course incorporates computer work as a didactic feature.
Prerequisite: BIO 0115

BIO 0175 **Anatomy and Physiology Review for Allied Health** **Credit 3 (3-0)**
Students will review all systems of the human body with emphasis on those relevant to the students enrolled in the course. The class will be organized to the needs of the students. Laboratory exercises will be developed to aid students in retention of Anatomy and Physiology Principles.

BIO 0203 **Advanced Physiology** **Credit 3 (3-0)**
Designed to provide the Associate Degree student with an understanding of the various physiological processes characteristic of living organisms. The functioning of the individual organ systems with the focus on interrelationships between organ systems in the maintenance of homeostasis and other selected topics in vertebrate physiology. Characteristics of muscles, electrical properties of nerve conduction, reflex function, blood and circulation, respiration and kidney function will be included. Not required for PN candidates.
Prerequisite: BIO 0102

BIO 0204 **Microbiology** **Credit 4 (3-2)**
An introduction to microorganisms including viruses, richettsia, bacteria, fungi, and protozoa. Emphases are medical and nursing oriented providing basic principles of microbiology, immunology and various methods of control as related to pathogenic organisms. Selected laboratory assignments provide for demonstration of this principle.
Prerequisites: BIO 0101 & BIO 0102 or Instructor/Program Head approval.

BPR 0104 **Blueprint Reading: Mechanical (DFT 0104)** **Credit 1 (0-2)**
A study of the interpretation and reading of blueprints with information on the basic principles of the blueprint, including lines, dimensioning procedures, and notes.

BPR 0105 **Blueprint Reading and Sketching (DFT 0105)** **Credit 1 (0-2)**
A continued practice in interpretation of blueprints as they are used in industry. Includes a study of prints supplied by industry, making plans of operations, introduction to drafting room procedures, and sketching as a means of passing on ideas, information, and processes.
Prerequisite: BPR 0104

BPR 0235 **Blueprint Reading (DFT 0235)** **Credit 3 (3-0)**
A study of the interpretation and reading of blueprints associated with Electrical/Electronics industries. Includes a study of pneumatic/hydraulic diagrams, electronic schematics, block diagrams, ladder diagrams and plant electrical layouts. Introduction to sketching and blueprint/schematic updates will be covered.

BPR 1101 **Schematics and Diagrams: Automotive Body Repair (DFT 1101)** **Credit 3 (2-2)**
Interpretation and reading of schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and writing diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.

COURSE DESCRIPTIONS

BPR 1104 **Blueprint Reading (DFT 1104)** **Credit 1 (0-3)**
Interpretation and reading of blueprints. Information on the basic principles of the blueprint, lines, views, dimensioning procedures and notes.

BPR 1105 **Blueprint Reading: Mechanical (DFT 1105)** **Credit 2 (1-2)**
Further practice in interpretation of blueprints as they are used in industry, study of prints supplied by industry, making plans of operations, introduction to drafting room procedures, sketching as a means of ideas, information and processes.
Prerequisite: BPR 1104

BPR 1106 **Blueprint Reading: Mechanical (DFT 1106)** **Credit 2 (1-2)**
Blueprint reading, sketching, and drawing methods are explored using computer aided drafting. Introductory in nature, the class will produce working drawings and blueprints similar to those used in a machine shop or plant.

BUS 0101 **Introduction to Business** **Credit 3 (3-0)**
A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management.

BUS 0110 **Business Math With Electronic Calculator Applications (OFT 0110)** **Credit 6 (6-0)**
A course designed to help the students acquire skills in operating electronic calculators, both printing and display types, and to extend and strengthen knowledge of business mathematics through solutions at the calculator of a wide range of problems commonly encountered in business activity.

BUS 0110A **Business Math with Electronic Caldulator Applications-A** **Credit 3 (3-0)**

BUS 0110B **Business Math with Electronic Caldulator Applications-B** **Credit 3 (3-0)**

BUS 0114 **Professional Development (BUS 0220/OFT 0120)** **Credit 3 (3-0)**
Designed to help the student discover and use personality, skills, and talents to improve self and others. Topics covered are health development, image development, and strategy development.

BUS 0115 **Business Law I** **Credit 3 (3-0)**
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, sales, and bailments.

BUS 0116 **Business Law II** **Credit 3 (3-0)**
Includes the study of laws pertaining to commercial paper, agency, partnerships, corporations, and property rights.

BUS 0117 **Consumer Law** **Credit 3 (3-0)**
This course provides a personal approach to law designed for the lay person. Material deals with the daily problems confronting citizens such as court procedures, family relationships, contracts, property law, fair credit reporting, Privacy Act, business relationships, and consumer rights.

BUS 0125 **Principles of Financial Management I** **Credit 3 (3-0)**
Includes a study of the financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing.

BUS 0126 **Principles of Financial Management II** **Credit 3 (3-0)**
Financing federal, state and local governments and the ensuing effects upon the economy. Factors affecting supply funds, monetary and credit policies.

BUS 0144 **Stock Market Fundamentals and Investments** **Credit 1 (1-0)**
A mini course which will analyze the major and regional stock markets with emphasis on individual investments for financial security.

BUS 0205 **Real Estate Brokerage Operations (BUS 0255)** **Credit 3 (3-0)**
This course consists of basic instruction in the various aspects of real estate brokerage operations, including establishing a brokerage firm, management concepts and practices, personnel and training, marketing operations, records and bookkeeping systems (including trust account bookkeeping), and financial operations.

BUS 0211 **Office Management (BUS 0271)** **Credit 3 (3-0)**
A study of the fundamental principles of office management with emphasis on office automation, planning, controlling, organizing and solving office problems.

BUS 0212 **Principles of Supervision (BUS 0272)** **Credit 3 (3-0)**
This course surveys the problems, duties and responsibilities of a first-line supervisor. The humanistic approach to management is stressed and considerate attention is given to planning, organizing, directing and controlling by all supervisory personnel. The supervisor's role in the implementation of change is also stressed.

BUS 0219 **Credit Procedures and Problems** **Credit 3 (3-0)**
Principles and practices in the extension of credit; collection procedures; laws pertaining to credit extension and collection are included.

BUS 0232 **Sales Development** **Credit 3 (3-0)**
A study of the sales process including mastering and applying the fundamentals of selling, product knowledge, consumer attitudes and motivation.

BUS 0233 **Personnel Management** **Credit 3 (3-0)**
Principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, renumeration, labor relations, fringe benefits and security.

BUS 0235 **Business Management** **Credit 3 (3-0)**
A detailed analysis of planning, organizing, directing, and controlling from a middle management point of view.

BUS 0240 **Small Business Management (BUS 0280)** **Credit 3 (3-0)**
A study of how to start, staff, and finance a new business, as well as how to develop profit planning and adequate accounting records. Case studies are used to bring out some of the potential problems of operating a small business.

BUS 0241 **Managing Conflict in Business and Industry (BUS 0281)** **Credit 3 (3-0)**
Emphasis is placed upon understanding the nature of conflict in business and industry and identify ways to deal with stress and conflict in the work setting. Methods and techniques will be employed to creatively manage employee conflicts as well as to channel destructive feelings and emotions into positive outlets. Simulation, role playing, lecture, and active class discussion will be the instructional method.

BUS 0242 **Business Decisions (BUS 0299)** **Credit 3 (3-0)**
A comprehensive analysis of decision making from a total organizations point of view. An investigation of decision tools, along with the use of case analysis and simulation games to develop decision making skills.
Prerequisites: BUS 0101, BUS 0125

COURSE DESCRIPTIONS

BUS 0244 **Purchasing** **Credit 3 (3-0)**
A study in ordering form and procedure to obtain specified items and quantities of items on schedule at lowest cost consistent with quantity requirements.

BUS 1103 **Small Business Operation** **Credit 3 (3-0)**
A study of starting and financing a small service type of business and also an introduction to financial record keeping, payroll forms, taxes, business law, and types of business organizations.

BUS 1104 **Cosmetic Sales and Marketing** **Credit 3 (3-0)**
Covers the principles of salesmanship and their application to creative and effective techniques for selling fashion products, by means of role playing various selling situations.

BUS 1106 **Salon Management** **Credit 3 (3-0)**
In addition to technical and artistic skills, the successful cosmetologist must have sound business know-how, including an understanding of management techniques, how credit works, how to control labor costs, taxes, rent, inventory, and much more. In this course all of the above topics will be addressed as well as basic forms of business ownership, good salon site and building requirements, how to figure affordable rent, negotiating a lease, purchasing an existing salon, and insurance needs. Particular emphasis is placed on the importance of client relationships, salon layout, establishing a good retail display and sales presentation.

CAS 0100 **CET Computer Applications (CET 0100)** **Credit 3 (1-4)**
Introduces the student to the basic organization and operation of a digital computer. Includes an introduction to computer logic hardware and software, movement of data within a computer, identification of major hardware components and their interaction, concepts of programming, as well as the basic structure and applications of computer system.

CAS 0102 **Computer Usage in the Medical Profession (EDP 0102)** **Credit 4 (3-2)**
A study of the fundamental concepts in data processing. The student should get an understanding of various ways computers can be used in the medical profession. "Hands on" usage will include word processing and patient information storage and retrieval. This course is designed for nursing students.
Prerequisite: OSC 0100 or must have equivalent keyboard knowledge and Program Head approval

CAS 0103 **Computer Awareness** **Credit 2 (1-2)**
A study of the fundamental concepts of information processing systems. The course will build an understanding of computers and their uses presented through a combination of classroom and hands-on experience with word processing and electronic spreadsheets.

CAS 0105 **Introduction to Personal Computers (EDP 0400)** **Credit 3 (2-2)**
Introduction to Personal Computers covers how to operate microcomputers. There will be discussions on how to use hardware and software, what types of computers are available to the public, how to flowchart, how to write simple programs in BASIC, how to use graphics and basic concepts of computers.

CAS 0106 **Introduction to IBM and Compatible Microcomputer (EDP 0150)** **Credit 1 (1-0)**
A mini course with emphasis on setting up and utilizing the IBM-PC in home and business. The student will receive instruction on the PC-DOS/MS-DOS operating system. The course is designed for users of IBM Personal Computers and Compatible microcomputers.

CAS 0207 **Application Programming (EDP 0207)** **Credit 5 (4-2)**
The student will work as a member of a Programming Team to compute a Data Processing System. This will include the analysis, designing, programming, testing, and documenting of the system.
Prerequisite: CSC 0208, CSC 0209, or other course approved by advisor.

CAS 0217 **Microcomputer Applications I (EDP 0217)** **Credit 5 (4-2)**
This course will familiarize the student with microcomputer business applications. Operating systems, word processing, database processing applications, and electronic spreadsheets will be explored.
Prerequisite: Any CSC course

CAS 0218 **Microcomputer Applications II (EDP 0218)** **Credit 5 (4-2)**
This course will focus on proper installation, utilization and customization for P.C. hardware and application software. Modems, mouses, scanners, laser printers, communication software, and terminal emulation products are a few of the topics to be covered.
Prerequisite: Any programming course and CAS 0217

CAS 0224 **Beginning Lotus 1, 2, 3 (EDP 0224)** **Credit 2 (1-2)**
An introductory course covering the fundamentals of electronic spreadsheets. The course is designed to cover the most popular features of Lotus 1, 2, 3 for the beginning user utilizing a hands-on approach. Topics to be covered include: factoring data into a spreadsheet, changing the appearance of the spreadsheet, basic worksheet commands, printing completed spreadsheets, and saving and retrieving files.

CAS 1103 **Computer Awareness (EDP 1103)** **Credit 2 (1-2)**
A study of the fundamental concepts of information processing systems. The course will build an understanding of computers and their uses presented through a combination of classroom and hands-on experience.

CHM 0101 **Chemistry** **Credit 4 (3-2)**
Study of the physical and chemical properties of substances, chemical changes, elements, compounds, gases, chemical combinations, weights and measurements: theory of metals, acids, bases, salts, solvents, solutions, and emulsions. In addition, study of carbohydrates: electrochemistry, electrolytes, and electrolysis in their application of chemistry to industry. Documented case studies of accidents in healthcare facilities will be examined as well as reports assigned to the students for investigation and documentation.

CJC 0100 **Basic Law Enforcement Training** **Credit 25 (15-30)**
The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Training — Law Enforcement Officer's certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or it prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina Sheriffs' Education and Training Standards Commission. Successful completion of this curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and the Sheriffs' Commission. The student satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge and skills to function as an inexperienced law enforcement officer.

CJC 0101 **Introduction to Criminal Justice** **Credit 5 (5-0)**
This course is designed to familiarize the student with a philosophy and history of law enforcement, its legal limitations in our society, the primary duties and responsibilities of the various agencies in the criminal justice field, the basic processes of justice, an evaluation of law enforcement's current position, and an orientation relative to the profession as a career.

COURSE DESCRIPTIONS

CJC 0102 **Introduction to Criminology** **Credit 5 (5-0)**
A general course designed to introduce the student to the causation of crime and delinquency. The historical and contemporary aspects of crime, law enforcement, punishment, and correctional administration will be discussed.

CJC 0103 **Introduction to Corrections (CJC 0203)** **Credit 5 (5-0)**
An examination of the total correctional process from law enforcement through the administration of justice, probation, prisons and correctional institutions, and parole. This course will provide a history and philosophy in the field of correction.

CJC 0110 **Juvenile Delinquency** **Credit 5 (5-0)**
General survey of juvenile delinquency as an individual and social problem, theories of delinquency, causation, and methods of correction and prevention. The course will present a general overview of the juvenile court.

CJC 0117 **Criminal Law** **Credit 5 (5-0)**
The origin and history of common criminal law is compared to modern statutory law. Classification and elements of crimes are discussed. Crimes specifically covered include murder, rape, assault, robbery, burglary, arson, fraud, auto theft, and larceny.

CJC 0140 **Criminal Investigation (CJC 0210)** **Credit 5 (5-0)**
This course introduces the student to fundamentals of investigation; crime scene search; recording, collection, and preservation of evidence; sources of information; interview and interrogation, case preparation, and court presentation.

CJC 0150 **Community Relations and Ethics (CJC 0250)** **Credit 5 (5-0)**
This course examines ethics as applicable to the criminal justice practitioner. Factors relating to effective community relations, social change, along with case studies are all examined.

CJC 0207 **Substance Abuse** **Credit 5 (5-0)**
This course identifies illegal drugs and their effect on the human body. In addition, students learn methods of substance abuse intervention, treatment, and prevention.

CJC 0211 **Constitutional Law** **Credit 5 (5-0)**
An examination of the U.S. Constitution and its importance to American jurisprudence. The course examines constitutional amendments and court decisions pertinent to contemporary law enforcement, courts, and correctional agencies in this country.

CJC 0222 **Issues in Criminal Justice** **Credit 4 (4-0)**
This course examines contemporary issues facing the criminal justice practitioner. The emphasis is on current topics and interests of the criminal justice system and its clients. Topics such as terrorism, civil liability, domestic violence, AIDS, etc. will be covered.

CJC 0230 **Criminal Justice Administration (CJC 0251)** **Credit 5 (5-0)**
The principles of organization and management are examined. Discussions of planning, organizing, coordinating, reporting, directing, and budgeting are studied as they relate to criminal justice agencies.

CJC 0231 **Patrol Techniques and Traffic Enforcement (CJC 0260)** **Credit 3 (3-0)**
This course studies patrol techniques used by law enforcement agencies and private security firms. The most common motor vehicle laws violated are discussed. Also, traffic accident investigating and report writing are covered. The history of traffic enforcement problems as well as the current problems are discussed.

CJC 0232 **Adult and Juvenile Counseling (CJC 0265)** **Credit 3 (3-0)**
The course introduces the student to the basic elements of counseling and interviewing. It is designed for students who will counsel adult and juvenile offenders.

CJC 0233 **Crime Scene Technology (CJC 0270)** **Credit 3 (3-0)**
This course is a study of basic techniques utilized in conducting scientific investigations of crime scenes. This course is designed to aid students in identifying, protecting, and collecting evidence at crime scenes.

CJC 0245 **Court Procedure and Rules of Evidence** **Credit 5 (5-0)**
This course discusses basic courtroom procedure from first appearance through final disposition. Instruction also covers the rules governing the admissibility of evidence in court.

COE 0101 **Cooperative Education** **Credit 2 (0-20)**
Supervised work experience related to student's curriculum with college-approved employer.

COS 1001 **Cosmetology Study/Mannequin Practice I** **Credit 16 (5-35)**
This course is for beginners in cosmetology. It includes a study of professional ethics, grooming and personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, nail disorders, hair, scalp, and skin. Students will also practice and study finger waving, pin curling, rollers, hair relaxing, shampooing and rinses, scalp treatment, hair cutting, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting, streaking, wig care and styling.

COS 1002 **Cosmetology Study/Applications II** **Credit 16 (5-35)**
Classroom study involving study of skin, scalp, hair, nails and their disorders, salesmanship, permanent waving, relaxing, hairdressing, wigs, and hair coloring. Students will study live model performance. Students will also develop skills and an understanding of techniques and applications in the areas of bacteriology, pin curling, finger waving, rollers, permanent waving, chemical relaxing, hairdressing and wigs, manicuring and pedicuring, skin and scalp disorders, and hair coloring.
Prerequisite: COS 1001

COS 1003 **Cosmetology Study/Applications III** **Credit 16 (5-35)**
Classroom study involving the study of anatomy, manicuring, chemistry, cosmetics-facials, hairstyling, theory of massage, scalp treatments, superfluous hair removal, grooming and hygiene. Students will be given continued laboratory practice and application of techniques in hair shaping, professional ethics, manicuring, chemistry, cosmetics-facials, hairstyling, hair coloring (rinses, etc.) and scalp treatments.
Prerequjisites: COS 1001, COS 1002

COS 1004 **Cosmetology Study/Applications IV** **Credit 16 (5-35)**
Classroom study which continues the study of laboratory practices in chemistry, sanitation, sterilization, hair coloring and lash and brow tinting, artistry in hair styling, cold waving and hairstyling, cold waving and hair shaping.
Prerequisites: COS 1001, COS 1002, COS 1003

COS 1011 **Cosmetology Study/Mannequin Practice I** **Credit 14 (7-21)**
This course is for beginners in cosmetology. It includes a study of professional ethics, grooming and personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, nail disorders, hair, scalp, and skin. Students will also practice and study finger waving, pin

curling, rollers, hair relaxing, shampooing and rinses, scalp treatment, hair cutting, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting, streaking, wig care and styling.

COS 1011A Cosmetology Study/Mannequin Practice I — Part A **Credit 7 (3-12)**

COS 1011B Cosmetology Study/Mannequin Practice II — Part B **Credit 7 (4-9)**

COS 1012 Cosmetology Study/Applications II **Credit 13 (6-21)**
Classroom study involving study of skin, scalp, hair, nails and their disorders, salesmanship, permanent waving, relaxing, hairdressing, wigs, and hair coloring. Students will study live model performance. Students will also develop skills and an understanding of techniques and applications in the areas of bacteriology, pin curling, finger waving, rollers, permanent waving, chemical relaxing, hairdressing and wigs, manicuring and pedicuring, skin and scalp disorders, and hair coloring.
Prerequisite: COS 1011

COS 1012A Cosmetology Study/Applications II — Part A **Credit 6 (3-9)**

COS 1012B Cosmetology Study/Applications II — Part B **Credit 7 (3-12)**

COS 1013 Cosmetology Study/Applications III **Credit 13 (6-21)**
Classroom study involving the study of anatomy, manicuring, chemistry, cosmetics-facials, hairstyling, theory of massage, scalp treatments, superfluous hair removal, grooming and hygiene. Students will be given continued laboratory practice and application of techniques in hair shaping, professional ethics, manicuring, chemistry, cosmetics-facials, hairstyling, hair coloring (rinses, etc.) and scalp treatments.
Prerequisites: COS 1011, COS 1012

COS 1013A Cosmetology Study/Applications III — Part A **Credit 6 (3-9)**

COS 1013B Cosmetology Study/Applications III — Part B **Credit 7 (3-12)**

COS 1014 Cosmetology Study/Applications IV **Credit 13 (6-21)**
Classroom study which continues the study of laboratory practices in chemistry sanitation, sterilization, hair coloring and lash and brow tinting, artistry in hair styling, cold waving and hairstyling, cold waving and hair shaping.
Prerequisites: COS 1011, COS 1012, COS 1013

COS 1014A Cosmetology Study/Applications IV — Part A **Credit 6 (3-9)**

COS 1014B Cosmetology Study/Applications IV — Part B **Credit 7 (3-12)**

COS 1990 Cosmetology Instructor Training (COS 3004) **Credit 15 (4-33)**
A comprehensive approach to introducing the licensing cosmetologist to the requirements of the Cosmetology Instructor Training Program and the North Carolina State Board of Cosmetic Arts. The course content includes orientation, theories of education, unit planning, daily lesson planning, and clinic management and evaluation under the supervision of the licensed cosmetology instructor.
Prerequisite: Be a licensed cosmetologist with six months of experience.

COS 1991 Cosmetology Instructor Training: Practicum (COS 3005) **Credit 15 (4-33)**
A continuation of Cosmetology Instructor Training COS 1990 with emphasis on conducting theory classes, practical demonstrations, and clinical management

under the direct supervision of the licensed cosmetology instructor. This course will require in-depth applications of teaching theory in the actual practice teaching of cosmetology.
Prerequisite: COS 1990 Cosmetology Instructor Training

CSC 0100 Computer Operations I (EDP 0100) Credit 3 (2-2)
On completion of this course the student should be able to: 1) define and use selected coding system for input data; 2) design input record layouts; 3) read and interpret computer output reports; 4) state and define principles of operations involving data entry, interpreting, sorting, collating, and forms handing; 5) list the characteristics and describe the hardware components of a computing system; 6) disk and console typewriter; 7) describe the hardware characteristics of a computer system with and without teleprocessing.

CSC 0101 Computer Operations II (EDP 0101) Credit 4 (3-2)
On completion of this course the student should be able to: (1) convert decimal, binary and hexadecimal numbers from one system to another; (2) define terms, explain concepts and state procedures for a system generation and IPL for two levels of control programs; (3) explain and demonstrate the concept of a serial and multitasking computer system and describe the operational environment of each; (4) trace the job flow in a multitasking computer system environment; (5) define basic terms associated with the operation of a serial and multitasking operational environment; (6) list purpose and types of OCL statements for OS; (7) use utility manuals to code OCL and execute selected utilities on computer system; (8) define and use job commands on computer system; (9) distinguish between operational environment for batch processing and on line applications.
Prerequisite: CSC 0100

CSC 0102 Introduction to Data Processing (EDP 0104) Credit 5 (5-0)
A study of the fundamental concepts and operation principles of data processing systems to develop a basic understanding of computers.

CSC 0103 C Programming Language (CET 0103) Credit 4 (2-4)
The course is designed to give the student hands-on training in "C" programming at Unix operating systems. The student will enter, compile, debug their own programs utilizing a variety of Engineering and Scientific Applications.

CSC 0104 Advanced C Programming Language (CET 0104) Credit 4 (2-4)
An intermediate course involving the C language. The Unix operating system is introduced with additional topics including: program portabiity, hardware programming, and industrial control applications. The student will program a variety of industrial and engineering applications.

CSC 0108 COBOL Programming (EDP 0108) Credit 5 (4-2)
The Common Business Oriented Language (COBOL) is presented in detail. A variety of business and commercial applications are programmed and tested by the student.
Prerequisite: CSC 0200 or advisor's permission

CSC 0200 BASIC Language (EDP 0200) Credit 4 (3-2)
This is an introductory course in structured programming using BASIC language. The course will focus on proper coding, flowcharting, printer, spacing charts and pseudocode techniques. Students will enter, run and debug programs written in BASIC.

CSC 0200A BASIC Language — Part A Credit 2 (2-0)

CSC 0200B BASIC Language — Part B Credit 3 (2-2)

COURSE DESCRIPTIONS

CSC 0201 **Advanced Basic Programming (EDP 0201)** **Credit 4 (3-2)**
This course is a continuation of CSC 0200, Basic Programming. This course will contain information on 1) File Handling; 2) Menus; 3) Interactive Programming; and 4) Sorting.
Prerequisite: CSC 0200

CSC 0204 **Systems Study (EDP 0204)** **Credit 3 (3-0)**
This course is designed specifically with the Business uses of computers in mind. Students will examine the need and uses of business data processing equipment and software systems. Emphasis is placed on the requirements for designing an application software system.
Prerequisite: CSC 0102

CSC 0206 **Systems Design (EDP 0206)** **Credit 5 (5-0)**
The course is designed to give the student training in systems design and analysis. Emphasis in both classroom and laboratory assignments. Problem definition, file organization, effective retrieval of information are some of the topics considered.
Prerequisite: CSC 0102, plus any programming course

CSC 0208 **Advanced COBOL Programming (EDP 0208)** **Credit 5 (4-2)**
A continuation of CSC 0108. The student will learn more complex techniques and features of COBOL language by writing, flowcharting, debugging, and running programs.
Prerequisite: CSC 0108

CSC 0209 **RPG II Programming (EDP 0209)** **Credit 5 (4-2)**
Report Program Generator (RPG) coding includes preparation of the spacing chart, file description, file extension, input calculation, and output specification sheets. Business programs are written and run on an IBM computer.
Prerquisite: CSC 0200 or advisor permission

CSC 0210 **Advanced RPG II Programming (EDP 0210)** **Credit 5 (4-2)**
A continuation of the study of RPG programming covering more complex features and advanced programming techniques.
Prerequisite: CSC 0209

CSC 0211 **Operating Systems (DOS/OCL) (EDP 0211)** **Credit 5 (4-2)**
On completion of this course the student should be able to: 1) use utility manuals to create control statements for certain utilities; 2) code statement for sequential files; 3) code statements to compile and execute programs; 4) create, store, and execute load modules; 5) list physical and storage characteristics of disk and tape; 6) calculate storage requirements for a file on disk or tape; 7) trace the job flow from input to output identifying software programs involved for a multiprogramming computer system for composition and execution of programs; 8) diagram the program and data flow in a multiprogramming computer including channels and interrupts.
Prerequisite: CSC 0208 or CSC 0209

CSC 0212 **Data Base Design (EDP 0212)** **Credit 3 (3-0)**
The student will learn structures of Data Base Management Systems, design of the data base itself, file security, and the roles of the Data Base Administrator.
Prerequisite: CSC 0208 or CSC 0210

CSC 0214 **Assembly Language Programming (EDP 0214)** **Credit 5 (4-2)**
The student will learn to write Assembly Language Programs using techniques such as address modification, looping, editing, sorting, subroutines, and macro instructions.
Prerequisite: CSC 0208 or CSC 0210

CSC 0215 **Data Communications (EDP 0215)** **Credit 3 (3-0)**
This course will familiarize the student with the concepts of business data communications. Local Area Networks, voice, data, video and telephone communications systems will be studied.

CSC 0216 **FORTRAN Programming (EDP 0216)** **Credit 4 (3-2)**
This course is designed to give the student hands-on training in FORTRAN Programming language. Students will enter, compile, debug their own programs utilizing a variety of business and scientific applications.
Prerequisite: CSC 0102 or CAS 0103

CSC 0231 **Operating Systems (CET 0231)** **Credit 3 (3-0)**
A study of the interrelationships of hardware and software at the system level, and the functional operation and utilization of compilersoperating systems, and user-type programs. Emphasis is placed on the ability to discern between hardware and software faults and the use of operating systems and customer software to debug hardware sourced faults in systems.

CSC 0235 **Machine/Assembly Language Programming (CET 0235)** **Credit 3 (2-2)**
An introduction to computer instruction repertoire. The student develops understanding of machine language instructions and programming through hands-on use of the computer for program execution. An analysis of assembly language programming and analysis of multipass assemblers is included.
Prerequisite: CSC 0103

DFT 0101 **Technical Drafting I** **Credit 4 (2-4)**
The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, free-hand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing and principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced.

DFT 0102 **Technical Drafting II** **Credit 4 (2-4)**
The application of orthographic projections will be continued, applying them to working drawings. Standards and practices of dimensioning and tolerancing as approved by the American National Standards Institute will be studied. Threads, fasteners, charts, and graphs, piping and welding drawings will be included, as well as a special emphasis on the student's major area of study.
Prerequisite: DFT 0101

DFT 0103 **Technical Drafting III** **Credit 4 (2-4)**
Continued study of sectional views and auxiliary views both primary and secondary, intersections and developments and their practical solutions. The various techniques employed to produce and render pictorial drawings including isometric, oblique, and perspectives.
Prerequisite: DFT 0102

DFT 0120 **Introduction to Computer-Aided Design (CAD 0201)** **Credit 4 (2-4)**
The introductory CAD course includes a description of computer-aided design systems, advantages, applications, and operational skills with emphasis on construction geometry and developing a data base. Competencies include: 1) inputting geometric data via keyboard, digitizer, and menu with stylus; 2) editing, filing, retrieving, and screen controls such as zooming, mirroring, rotating, and layering, 3) outputting data for plotting and printing.

COURSE DESCRIPTIONS

DFT 0151 **Drafting and Design** **Credit 4 (2-4)**
Familiarization with and use of drafting equipment. Also the study of mechanical design fundamentals, dimensioning, principles of tolerancing, materials specifications and how to present views by accepted drawing procedure.

DFT 0201 **Technical Drafting** **Credit 4 (2-4)**
Applications and constructions of charts, graphs, and nomographs in engineering and technical data. Screw threads, springs, keys, rivets, piping, and welding symbols, methods of representing and specifying will be covered. Basic mechanisms of motion specifying, calculating, dimensioning, and delineating.
Prerequisite: DFT 0103

DFT 0202 **Mechanical Design Applications (CAD 0202)** **Credit 4 (2-4)**
Instruction emphasizes skill development in two and three dimensional mechanical design applications using interactive computer graphics. Topics covered include 2-D and 3-D construction techniques, auxiliary views, view ports, conic sections, surface construction intersection, sectioning, multi-view and assembly drawings, bills of materials, and mass properties computations.
Prerequisite: DFT 0120

DFT 0203 **Computer Aided Drafting/Design/ Structural Application (CAD 0203)** **Credit 4 (2-4)**
Utilizing the application of computer-assisted graphics, the student will be expected to complete a detailed study of mechanical equipment and preparation of plans and detailed drawings as prepared by the mechanical engineering consultant or contractor for the architectural structure. Heating and air conditioning, lighting and electrical, plumbing, and other mechanical equipment as necessary for construction will be included in this study. Emphasis will be placed on computer-assisted drafting techniques used in preparing appropriate drawings and details.

DFT 0204 **Descriptive Geometry** **Credit 4 (2-4)**
Graphic analysis of space problems involving points, lines, planes, connectors, and a combination of these. Practical design problems will be stressed with analytical verification where applicable. Visualization shall be stressed on every problem.
Prerequisites: DFT 0103, MAT 0102

DFT 0205 **Design Drafting** **Credit 4 (2-4)**
Basic design is introduced in the study of motion transfer mechanisms as they relate to power trains. Principles of design sketching, design drawing, layout drafting, detailing from layouts, production drawings and simplified drafting practices constitute areas of study. Types and methods of specifying materials and workmanship are an integral part of the course.
Prerequisite: DFT 0204, PHY 0102, DFT 0201

DFT 0211 **Mechanisms (Electromechanical)** **Credit 4 (3-2)**
Mathematical and drafting room solutions of problems involving the principles of machine elements. Study of motions of linkages, velocities and accelerations of points within a link mechanism, layout methods for designing cams, belts, pulleys, gears, and gear trains.
Prerequisite: DFT 0102, PHY 0102

DFT 0212 **Jigs and Fixture Design (CADD)** **Credit 4 (2-4)**
Commercial standards, principles, practices and tools of jig and fixture design, individual project and design work to acquaint students with the types of jigs and fixtures and their design. Computer Assisted Drafting systems will be utilized in the instructional strategies and student lab work.
Prerequisite: DFT 0102, MEC 0101

DFT 0230 **Structural Drafting** **Credit 4 (2-4)**
A concentrated study and drawing of structural plans, details, and shop drawings of the structural components of buildings to include steel, reinforced concrete, and timber structures. Appropriate symbols, conventions, dimensioning practices, and notes as used by the draftsman will be included. Emphasis will be placed on drafting of appropriate drawings for fabrication and erection of the structural components.

ECO 0102 **Economics I** **Credit 3 (3-0)**
The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

ECO 0104 **Economics II** **Credit 3 (3-0)**
Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.

ECO 0201 **Labor Economics** **Credit 3 (3-0)**
The history of the labor movement in the United States, the development of methods and strategies by labor and management, applicable laws, the factors of income and economic security, and the overall economic effects of the labor movement.
Prerequisite: ECO 0104

EDU 0103 **Pre-School Education (EDU 0153)** **Credit 3 (3-0)**
Study of principles and practices of early childhood education. The types of facilities and media which promote optimal development of each child. Guidelines for identifying, planning, organizing, and implementing appropriate programs for various levels of development are derived through group discussions and individual projects.

EDU 0110 **Seminar Practicum (EDU 0150)** **Credit 2 (1-10)**
Seminar emphasis will be placed on preparing creative instructional materials; nurturing children's physical, social, emotional and intellectual growth. Seminar topics will also be drawn from the student's work experience during the week. A vital portion of this course will be devoted to work experience. Each student will be assigned to an educational setting in the community for the number of hours prescribed each quarter. The work experience can come

EDU 0114 **Creative Activities for Young Children (EDU 0234)** **Credit 3 (3-0)**
Individual and group exploration of activities and media for promoting optimal overall development of children with emphasis on arts and crafts.

EDU 0115 **Physical Activities for Young Children (EDU 0232)** **Credit 3 (3-0)**
Study of the physical development of children with emphasis on movement, rhythms, games, and other activities which promote optimal development. Each student will develop a series of activities appropriate for a specific level of development.

EDU 0116 **Communication Skills/Social Studies Methods for Young Children (EDU 0260)** **Credit 3 (3-0)**
Study of the methods and materials applied to communicate skills with special emphasis on reading readiness, reading, and social studies as components of the total language arts and social studies programs in preschool through third grade from a myriad of possibilities including private day care, private nursery schools, public schools, state and federally funded day care, and Head Start.

Feasibility, convenience and scheduling determine placement of the students. This experience provides an opportunity for students to develop further skills in working with young children in assisting with programming activities and in adapting to the needs of individual children.

EDU 0120 **Seminar Practicum (EDU 0151)** **Credit 2 (1-10)**
Seminar emphasis will be placed on preparing creative instructional materials; nurturing children's physical, social, emotional and intellectual growth. Seminar topics will also be drawn from the student's work experience during the week. A vital portion of this course will be devoted to work experience. Each student will be assigned to an educational setting in the community for the number of hours prescribed each quarter. The work experience can come from a myriad of possibilities including private day care, private nursery schools, public schools, state and federally funded day care, and Head Start. Feasibility, convenience and scheduling determine placement of the students. This experience provides an opportunity for students to develop further skills in working with young children in assisting with programming activities and in adapting to the needs of individual children.

EDU 0121 **Behavioral Management (EDU 0261)** **Credit 3 (3-0)**
Behavior management is a practical course designed to help the student understand the theory of human behavior and misbehavior and how to deal effectively with behavior problems in the early childhood years.

EDU 0122 **Parent Education (EDU 0204)** **Credit 3 (3-0)**
Designed to provide the student with experiences that will enable them to communicate effectively with parents, plan for parent involvement, and develop a series of programs for presentation to the parents of children in their classroom.

EDU 0130 **Seminar Practicum (EDU 0152)** **Credit 2 (1-10)**
Seminar emphasis will be placed on preparing creative instructional materials; nurturing children's physical, social, emotional and intellectual growth. Seminar topics will also be drawn from the student's work experience during the week. A vital portion of this course will be devoted to work experience. Each student will be assigned to an educational setting in the community for the number of hours prescribed each quarter. The work experience can come from a myriad of possibilities including private day care, private nursery schools, public schools, state and federally funded day care, and Head Start. Feasibility, convenience and scheduling determine placement of the students. This experience provides an opportunity for students to develop further skills in working with young children in assisting with programming activities and in adapting to the needs of individual children.

EDU 0134 **Curriculum Planning and Design (EDU 0154)** **Credit 3 (3-0)**
Planning and designing of an appropriate program of activities for an early childhood curriculum that will meet the child's social, emotional, motor and cognitive needs.

EDU 0145 **Curriculum Planning and Design Application (EDU 0155)** **Credit 4 (3-2)**
This course of study will apply skills learned in EDU 0154 to evaluate lesson plans to determine if they are developmentally appropriate, identify methods of assessing the progress of children, prepare procedures for assessment of curriculum deficiencies which can be used to determine staff development needs and identify curriculum implementation resources specific to local communities.
Prerequisite: EDU 0134

EDU 0203 **The Exceptional Child** **Credit 3 (3-0)**
Study of children with developmental variations requiring modifications in ac-

tivities. Consideration is given to recognition of problems, community resources and appropriate activities for the child with exceptional deviations in personality or physical development.

EDU 0206 **Children in Crisis** **Credit 2 (2-0)**
Study of crisis situations in the lives of children to include death, divorce, child abuse and illness. Problem solving situations will be given and methods analyzed.

EDU 0210 **Seminar Practicum (EDU 0251)** **Credit 2 (1-10)**
Seminar emphasis will be placed on preparing creative instructional materials; nurturing children's physical, social, emotional and intellectual growth. Seminar topics will also be drawn from the student's work experience during the week. A vital portion of this course will be devoted to work experience. Each student will be assigned to an educational setting in the community for the number of hours prescribed each quarter. The work experience can come from a myriad of possibilities including private day care, private nursery schools, public schools, state and federally funded day care, and Head Start. Feasibility, convenience, and scheduling determine placement of the students. This experience provides an opportunity for students to develop further skills in working with young children in assisting with programming activities and in adapting to the needs of individual children.

EDU 0211 **Administration for Operators of Facilities for Young Children** **Credit 3 (3-0)**
To acquaint potential educators of children with operational planning, physical facilities, financial management, staff development, and legal issues in day care centers.

EDU 0212 **Current Issues in Day Care** **Credit 3 (3-0)**
An up-to-date look at trends and issues affecting education for young children today. Designed to make the student aware of the changes these trends and issues might have on childhood education in the near future.

EDU 0220 **Seminar Practicum (EDU 0252)** **Credit 2 (1-10)**
Seminar emphasis will be placed on observing and recording the behavior of children; promoting good relations with parents and methods of finding a job. Seminar topics will also be drawn from the student's work experience during the week. Work experience is a vital part of the Early Childhood program. Each student will be assigned to an educational setting in the community for the number of hours prescribed each quarter. The work experience can come from a myriad of possibilities including private day care, private nursery schools, public schools, state and federally funded day care, and Head Start. Feasibility, convenience, and scheduling determine placement of the students. This experience provides an opportunity for students to develop further skills in working with young children in assisting with programming activities and in adapting to the needs of individual children.

EDU 0229 **Methods, Materials and Techniques for Instructional Aides** **Credit 3 (3-0)**
A course designed for the study of methods, materials, and techniques of improving instruction. The course is organized to give opportunities for the student to study in-depth areas of interest and need.

EDU 0230 **Seminar Practicum (EDU 0202)** **Credit 2 (1-10)**
Seminar emphasis will be placed on observing and recording the behavior of children; promoting good relations with parents and methods of finding a job. Seminar topics will also be drawn from the student's work experience during the week. Work experience is a vital part of the Early Childhood program. Each student will be assigned to an educational setting in the community for the

number of hours prescribed each quarter. The work experience can come from a myriad of possibilities including private day care, private nursery schools, public schools, state and federally funded day care, and Head Start. Feasibility, convenience and scheduling determine placement of the students. This experience provides an opportunity for students to develop further skills in working with young children in assisting with programming activities and in adapting to the needs of individual children.

EDU 0231 **Methods, Materials and Techniques of Audio-Visual Production** **Credit 3 (2-2)**
A course designed to provide training in audio-visual production including the making of transparencies, elementary photography, lettering, dry mounting, and laminating.

ELC 0111 **Electrical Fundamentals I** **Credit 6 (3-6)**
A qualitative study of units of measurement, electrical quantities, simple circuits, electromotive forces, current, power, laws, basic electrical instruments and measurements, resistance, impedance and basic circuit components. Concepts taught are generally limited to fundamentals with very little emphasis placed on quantitative aspects. Laboratory work will teach the proper use and care of basic hand tools and the basic manual skills used in working with electricity. Measurement techniques and safety practices will be stressed throughout.

ELC 0111A **Electrical Fundamentals I — Part A** **Credit 3 (1-4)**
A qualitative study of DC circuits to include the study of matter, power sources, resisters, capacitance, and measurement techniques. An analysis of series and parallel DC circuits.

ELC 0111B **Electrical Fundamentals I — Part B** **Credit 3 (2-2)**
The continuance of ELC 0111A to include the study of inductance, magnetism, electro-magnetism, voltage dividers and series-parallel DC circuits.

ELC 0115 **Alternating and Direct Current** **Credit 4 (2-4)**
A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series parallel circuits, OHM's Law and Kirchhoff's Law will be studied with an understanding of its relationship and application of electricity to modern industrial machinery.

ELC 0116 **Alternating and Direct Current Machine Controls** **Credit 4 (2-4)**
A course providing the basic concepts of AC and DC machines and simple control circuits. Includes basic meter and test equipment reading and care.
Prerequisite: ELC 0115

ELC 0119 **Industrial Electronic Control** **Credit 4 (2-4)**
A study of basic industrial electronic systems such as motor controls, alarm systems, heating system and controls, basic solid state devices, and controls as related to industries.
Prerequisite: ELC 0115, ELC 0116

ELC 0120 **Electrical Fundamentals II** **Credit 6 (3-6)**
Additional electrical concepts and circuit analysis procedures as applied to more complex two terminal and simple two part networks are introduced. Laboratory work will include additional measurement techniques with emphasis on verification of theoretical concepts.
Prerequisite: ELCL 0111. Corequisite: MAT 0101

ELC 0120A **Electrical Fundamentals II — Part A** **Credit 3 (1-4)**
The study of AC signal generation, voltages and currents when applied to series, parallel and series-parallel pure resistive circuits.
Prerequisite: ELC 0111

ELC 0120B **Electrical Fundamentals II — Part B** **Credit 3 (2-2)**
The continuance of ELC 0120A to include the study of AC signals and their relationship to voltage and current in inductive and capacitive circuits. An analysis of series-parallel RCL circuits, resonance and filters.
Prerequisite: ELC 0120A

ELC 0121 **Electrical Troubleshooting** **Credit 3 (2-2)**
A training course in making electrical adjustments and related maintenance operation. Includes use of test equipment and circuit logic for fast and efficient location and repair of electrical circuits.
Prerequisite: ELC 0115, ELC 0116, ELC 0119

ELM 0211 **Electromechanical Devices** **Credit 5 (3-4)**
A study of the fundamental devices used in electromechanical technology. Devices such as electrical motors, generators, transformers, relays and transducers will be investigated. Concepts of work, energy, power, time constants, and efficiency as related to electromechanical devices will be stressed. Study of the instrumentation required to perform the investigation of electromechanical devices will form an integral part of the course.
Prerequisites: ELC 0114, PHY 0101

ELM 0212 **Control System Technology I** **Credit 5 (3-4)**
A study of control system technology. Basic concepts and terminology are investigated. Methods used to evaluate open-loop, closed-loop, regulator, follow-up, process, servomechanism, sequential, numerical, analog and digital control systems are introduced. Methods of describing control system components are investigated for electrical, liquid, gas, thermal and mechanical systems. Characteristics of processes, measuring means, and controllers are covered.
Prerequisite: ELN 0211

ELN 0102 **CET Professional Skills (CET 0102)** **Credit 1 (1-0)**
This is a one hour lecture course that will deal with self motivation, time management, study skills and techniques, and topics that are designed to **instill commitment, stick-to-it characteristics** and other characteristics which will promote student retention.

ELN 0121 **BMET at Work: Introduction to the Hospital and Industry (BMT 0101)** **Credit 3 (2-2)**
An introduction to the field of Biomedical Equipment Technology. The student will be introduced to the organization and structure of the various medical facilities, the role of the BMET, the variety and functions of medical equipment. Consideration will be given to organizations affecting the BMET's work and literature related to the field. Visitations will be made to medical facilities to observe the BMET at work.

ELN 0123 **Laboratory Practices (BMT 0163)** **Credit 2 (1-3-3)**
The objective of this course is to develop skills in the use of the various hand tools used by the technician. The student is trained to observe safety precautions, use hand tools properly and safely, prepare and solder wire, components, and devices. The student is expected to construct a chassis for an electronic system, use fasteners, tubing and terminals where appropriate, using proper construction techniques, and produce a working system using printed circuit construction techniques.

ELN 0130 **Semiconductor Devices** **Credit 6 (3-6)**
Presents qualitative electronics concepts beginning with atomic structure of semiconductors and doping agents and proceeding to the solid state diode and bipolar junction transistor. Common emitter, base, and collector circuits are

studied before proceeding to JFET and MOSFET circuitry. Experience is provided in basic troubleshooting techniques in laboratory exercises. Instruments are introduced as needed for simple testing and measurements.

ELN 0130A Semiconductor Devices — Part A **Credit 3 (2-2)**
The study of solid state semiconductor devices beginning with atomic structure of semiconductors and doping agents and proceeding through diodes and zeners and their applications.

ELN 0130B Seminconductor Devices — Part B **Credit 3 (1-4)**
A continuation of ELN 0130A to include bipolar transistors and their applications. Common emitter, base and collector circuits are studied before proceeding to amplifier circuits.
Prerequisite: ELN 0130A

ELN 0140 Electronic Instrumentation **Credit 5 (4-2)**
A study of block diagram construction of instruments normally found in the laboratory. Instruments covered shall include the volt meter, current meter, ohm meter, audio and RF generators. and the oscilloscope.

ELN 0141 Control Devices **Credit 6 (3-6)**
A quantitative study beginning with active control devices such as the SCR, triac, diac, etc. The student will design and construct various types of control devices and verify their operation in the laboratory. Linear integrated circuitry will be introduced, along with MOS technology. The student is also introduced to oscillator theory.

ELN 0141A Control Devices — Part A **Credit 3 (1-4)**
A quantitative study of control devices beginning with JFET's and MOSFET's and progressing through linear op amps. The student will analyze and verify the operation of control circuits in a laboratory setting.

ELN 0141B Control Devices — Part B **Credit 3 (2-2)**
A continuation of ELN 0141A to include SCR's, triac's, diac's and UJT's. The student is also introduced to oscillator theory.
Prerequisite: ELN 0141A.

ELN 0147 Computer Circuits I (CET 0120) **Credit 5 (4-2)**
A course in digital integrated circuits intended to provide a basic understanding of digital signal sources, gating, truth table, boolean algebra, combination circuits, and flip flops. Coverage also includes truth table, sequential circuits and state diagram, PLA, PAL's, registers, counters.
Prerequisite: MAT 0101

ELN 0201 Internship (BMT 0201) **Credit 2 (0-24)**
The student is placed in a medical facility or industry for an eleven-week period and works under the direct supervision of a qualified BMET or Clinical Engineer. During the internship the student is exposed to the variety of responsibilities required in the profession.

ELN 0202 Seminar (BMT 0202) **Credit 1 (1-0)**
Designed in conjunction with the internship to afford students the opportunity to share their work experiences and to discuss with the instructor problems encountered in this experience. Attention is also given to developing positive attitudes toward the work environment and human relationships.

ELN 0210 Digital Combinational Systems **Credit 5 (4-2)**
A beginning course in digital integrated circuit intended to provide a basic understanding of digital signal sources, gating, counting and display. The main concen-

tration of this course is in Boolean Algebra and its application in Digital gating, Sequential circuits and their applications. Upon completion of this course students should know: (1) Basic gates; (2) Digital signal sources; (3) Truth tables; (4) Boolean Algebra; (5) Application of Boolean Algebra in I.C.; (6) K Maps; (7) Multi-level gate networks; (8) Multiple-output networks: MUX, DMUX, ROM, PLA, PAL, Decoder, Encoder; (9) Combinational network design; (10) Combinational network troubleshooting.
Prerequisite: See Instructor

ELN 0210A **Digital Combinational Systems — Part A** **Credit 2 (2-0)**
A beginning course in digital integrated circuits intended to provide a basic understanding of digital circuitry. Subjects covered include basic gates, number systems and truth tables.

ELN 0210B **Digital Combinational Systems Part B** **Credit 3 (2-2)**
A continuation of ELN 0210A to include flip-flops, counters, coding/decoding, multiplexing/demultiplexing and memories.
Prerequisites: ELN 0210A

ELN 0211 **Microprocessor Based Electronic Systems** **Credit 5 (4-2)**
An introductory course in microprocessors. A microprocessor trainer based on 8 bit 6502 provides experience in numbering systems, programming the microprocessors, hardware familiarization, assembly language, I/O techniques, logical and arithmetic operations.
Prerequisite: See Instructor

ELN 0211A **Microprocessor Based Electronic Systems — Part A** **Credit 2 (1-2)**
An introductory course in microprocessors. Subjects to be covered include basic microprocessor architecture, registers, memory and simple commands.

ELN 0211B **Microprocessor Based Electronic Systems — Part B** **Credit 3 (3-0)**
A continuation of ELN 0211A. Subjects to include advanced programming of an 8 bit microprocessor to include logical and arithmetic functions.
Prerequisite: ELN 0211A

ELN 0214 **Computer Technology I (CET 0214)** **Credit 5 (4-2)**
An introductory course in microprocessors. A microcomputer trainer based on 8 bit 6502 provides experience in programming, assembly language, I/O techniques, logical and arithmetic operation. Coverage also includes branching, loops, as well as interruptions and trade offs between computer components.
Prerequisite: MAT 0101

ELN 0214A **Computer Technology I — Part A (CET 0214A)** **Credit 2 (2-0)**

ELN 0214B **Computer Technology II — Part B (CET 0214B)** **Credit 4 (2-4)**

ELN 0215 **Pulse and Switching Circuits (CET 0215)** **Credit 4 (2-4)**
A course in the analysis and design of circuits which generate and shape digital wave forms. Included in this study are passive waveshaping circuits, delay lines, solid state switching characteristics, logic circuits, and multivibrators.

ELN 0220 **Digital Sequential Systems** **Credit 5 (4-2)**
An intermediate course in digital integrated circuits concerned with registers and counters, arithmetic elements, and semiconductor memories (RAMs and ROMs). Related circuits such as monostable multivibrators and LED displays provide additional coverage. The last of the course introduces the concept of busing through tri-state and open collector circuitry. Upon completion of this course, the student should know: (1) Flip-Flops (R-S, J-K, D, T); (2) Counters and similiar sequential networks; (3) Analysis of clocked sequential networks; (4)

Derivation of state tables; (5) Reduction of state tables; (6) Determination of state equivalent using an implication table; (7) Incompletely specified state table; (8) Sequential network design; (9) Interactive networks, including: a. parity checker, b. parity generator, c. comparator; (10) Networks for computer arithmetic; (11) Analysis of asynchronous sequential network (optional); (12) Fault testing and tolerance in sequential networks, including: a. checking experiments, b. scan path, c. controlability/observability, d. BILBO (Build In Logic Block Observer), e. Designing and testing "Testable Logic Board."
Prerequisite: ELN 0210

ELN 0220A **Digital Sequential Systems — Part A** **Credit 2 (1-2)**
An intermediate course in digital integrated circuits to include registers, counters and boolean algebra. The course will also include semiconductor memories (RAMS/ROMS).
Prerequisite: ELN 0210

ELN 0220B **Digital Sequential Systems — Part B** **Credit 3 (3-0)**
A continuation of ELN 0220A. Related subjects such as monostable multivibrators and LED displays are covered. The course also covers busing through tri-state buffers and open collector circuitry.
Prerequisite: ELN 0220A

ELN 0221 **Microcomputer Interfacing** **Credit 4 (3-2)**
Designed to aid the student in development and troubleshooting of computer interfacing and computer storage units. Topics are parallel and serial date transmissions, IEEE488 (GPIA), RS 232 (ACIA), Digital to analog (DAC), Analog to digital converters (ADC), decoding tape recorded data, dynamic RAM, memory control from one of two memory maps, erasable programmable ROM, troubleshooting. Other topics such as software development for interfacing using macro-assembler for 6502 will be studied. When the student completes this course he/she should be able to develop (design) software and hardware of a working model of a microcomputer.

ELN 0221A **Microcomputer Interfacing — Part A** **Credit 2 (1-2)**
An intermediate course in microprocessors concerned with branching, stacks, interrupts and use of a monitor. A brief introduction in interfacing will also be covered.
Prerequisites: ELN 0210, ELN 0211

ELN 0221B **Microcomputer Interfacing — Part B** **Credit 2 (2-0)**
A continuation of ELN 0221A. The course will primarily concentrate on interfacing an 8 bit microprocessor and systems trouble-shooting techniques.
Prerequisite: ELN 0221A

ELN 0224 **Digital Electronics - BMT (BMT 0224)** **Credit 5 (2-6)**
An intensive exploration of the fundamentals of digital electronics. Students investigate the techniques, semiconductor devices, and integrated circuits used to implement the basic digital logic circuits. A discussion of Boolean Algebra and its relation to digital logic will also be presented.

ELN 0225 **Microprocessors BMT (BMT 0225)** **Credit 4 (2-4)**
Modern medical equipment necessitates an understanding of the fundamentals of microprocessors. This course is designed to provide an introduction to a complete computing system. Number systems and codes, computer arithmetic and an introduction to programming are emphasized.
Prerequisite: ELN 0224

ELN 0226 **Computer Instrumentation and Controls (CET 0255)** **Credit 4 (2-4)**
The course will acquaint the student with common applications of computers in

industrial control and instrumentation as used in the manufacturing industries. This course will relate much of the students' prior training in programming to applications in industry and manufacturing. Class work will be reinforced by lab exercises dealing with single board computers.

ELN 0227 **Forth Programming Language (CET 0263)** **Credit 4 (2-4)**
A study of the Forth programming language. The student will write and test programs involving industrial control, robotics, and computer peripheral equipment. The relation between the Forth language and electronic hardware interfacing will be emphasized.
Prerequisite: CSC 0235

ELN 0228 **Robotics and Computer Integrated Manufacturing (CET 0265)** **Credit 4 (2-4)**
The course will provide the student with the necessary entry level knowledge to work in an automated manufacturing environment. Class work will be demonstrated by hands-on lab exercises with training robots.

ELN 0232 **Electronics Design Project** **Credit 4 (1-6)**
A laboratory class emphasizing independent research and design work by the student. The student will select a project in consultation with the instructor; perform the required research; compile data, formulate a theoretical model, construct tests, and evaluate a working model of the selected project.
Prerequisites: ELN 0212, ELN 0220, ELN 0221, ELN 0222

ELN 0233 **Special Topics (CET 0233)** **Credit 4 (2-4)**
A specialized course related to the changing needs of industry and improving technology in which topics are selected according to the interests of the student and instructor.

ELN 0234 **AC/DC Motors** **Credit 5 (3-4)**
The study of basic AC and DC motors and control devices. Course to include, but not limited to, motor theory, transformers, pushbuttons, contractors, circuit breakers, indicators and relays.

ELN 0235 **PLC** **Credit 5 (3-4)**
The study of basic programmable logic controllers to include: theory of operation, numbering systems, ladder logic programming, applications, and systems trouble-shooting techniques.

ELN 0235A **PLC-Part A** **Credit 3 (2-2)**

ELN 0235B **PLC-Part B** **Credit 2 (1-2)**

ELN 0236 **Advanced PLC** **Credit 5 (3-4)**
A continuation of ELN 0235 with emphasis on programming and applications of analog input/output devices. Systems configeration and trouble-shooting of conveyor and flow/level/temperature applications will be discussed and assembled in the laboratory. PID theory and systems will be introduced.

ELN 0236A **Advanced PLC-Part A** **Credit 3 (2-2)**

ELN 0236B **Advanced PLC-Part B** **Credit 2 (1-2)**

ELN 0237 **Medical Instrumentation I (BMT 0244)** **Credit 5 (3-4)**
This course will extend the student's knowledge of the operation of several biomedical instruments by continuing to build on the instruction from Introduction to Medical Instrumentation and looking at particular segments of medical instrumentation such as cardiac monitoring, electrocardiographs, electroencephla-

graphs, defibrillators, procedures for maintaining, repairing, and calibrating this equipment will be learned. Each piece of equipment will be broken down into its major components, dismantled, reassembled and adjusted so that the equipment operates within the tolerances specified by the manufacturer. In addition, all aspects of electrical safety concerning the use of this equipment will be covered within this segment.

ELN 0238 **Data Communication and Local Area Networks (CET 0238)** **Credit 4 (2-4)**
A comprehensive analysis of the physical elements, system devices, and procedures which are involved in the transmission and reception of data in a data communication system. Topics studied include communication channels, transmission modes, line conditioning, modes and modulation techniques, serial communication interfaces, communication processors, data link configurations, and information codes.

ELN 0239 **Medical Instrumentation II (BMT 0254)** **Credit 5 (3-4)**
This course is designed to provide the technician with the further understanding of instruments not covered in the Introduction to Medical Instrumentation or Instrumentation I. Procedures for maintaining, repairing and calibrating this equipment will also be learned and each piece of equipment will be broken down into its major components, dismantled, reassembled, and adjusted so that the equipment operates within the tolerances specified by the manufacturer. All aspects of electrical safety on this equipment will also be covered during the course of instrumentation.
Prerequisite: ELN 0224

ELN 0240 **Introduction to Medical Instrumentation (BMT 234)** **Credit 3 (2-3)**
This course will introduce the student to the basic building blocks of medical instrumentation and will extend his knowledge into the operation of biomedical instruments through the introduction of common electrical circuitry of these instruments. Common electronic circuits will be pointed out and illustrated circuits such as differential amplifiers, operational amplifiers, voltage level detectors and other systems will be the basis of this source of inquiry. Other important aspects of biomedical systems will be covered as time permits.

ELN 0242 **X-Ray Equipment I (BMT 0280)** **Credit 5 (3-4)**
An introduction to radiation producing equipment, ultrasound and nuclear scanners. Emphasis is placed on maintaining, repairing and adjusting this equipment to assure that the equipment operates within the tolerance specified by the manufacturer.

ELN 0243 **X-Ray Equipment II (BMT 0281)** **Credit 5 (3-4)**
Principles learned in X-Ray I are applied to the analyses of actual specific x-ray equipment. Equipment theory is covered in detail and attention is given to troubleshooting and servicing techniques. Diagnostic nuclear-medicine equipment is also covered in this course.
Prerequisite: ELN 0243

ELN 0244 **Laser Fundamentals (BMT 0248)** **Credit 2 (1-2)**
A fundamental study of how laser light is produced, contained, and used. Basic theory of different wavelengths of light, their properties, characteristics, etc. will be introduced. Lasers of different wavelengths will be discussed with special emphasis as to their effect on human tissue. Also included will be delivery systems with special emphasis on fiber optics, lenses, and filters. Safety guidelines presented will come from ANSI standards, including class I, II, III, and IV lasers.

ELN 0245 **Biomedical Troubleshooting Techniques (BMT 0264)** **Credit 5 (3-4)**
Basic problems involving tracking down and identifying problems frequently encountered with the various types of medical instrumentation are to be covered

in this course. Much of the time will be spent in developing the logical trouble-shooting techniques such as backtracking and half split rule. Clinical monitoring devices and other equipment will be used for the laboratory exercise. Mechanical as well as electronic problems will be considered.

ELN 0246 **Computer Architecture (CET 0221)** **Credit 4 (2-4)**
An in-depth study of the design and organization of the computer processor with emphasis on mini-computers. Areas of study include arithmetic and logic unit, timing and control, memory elements, bus characteristics and I/O operation and control.

ELN 0247 **Computer Circuits II (CET 0241)** **Credit 5 (4-2)**
An intermediate course in computer circuits which provides understanding of finite state machine, verifying operation of a sequential system using finite state machine, checking experiments, path scan, flow diagram. Coverage also includes computer arithmetic, ALUs, multipliers and dividers.

ELN 0247A **Computer Technology II — Part A (CET 2041A)** **Credit 2 (2-0)**

ELN 0247B **Computer Circuits II — Part B** **Credit 3 (2-2)**

ELN 0248 **Computer and Peripherals Maintenance (CET 0270)** **Credit 4 (3-2)**
This course provides an introduction to the maintenance of typical industrial mini/micro computers, and associated peripheral equipment. The following topics will be covered: overview of computer system organization, instruction set, timing of computer systems, computer diagnostics, display terminals, printing equipment, mass storage devices, and troubleshooting methods. The function of I/O programming and control will be emphasized.

ELN 0249 **Medical Laser Equipment (BMT 0249)** **Credit 3 (2-2)**
A study of laser instrumentation pertaining to the field of medicine. Different types of lasers, including helium-neon, argo, CO2, dye, excimer, and Neodymium. YAG will be studied. Special emphasis will be placed on wavelengths, methods of producing laser light, and reactions of different types of laser with human tissue. ANSI safety standards will be discussed as well as special safety factors pertaining to laser use in the hospital. A field trip to a hospital to observe a laser surgery will be taken as a part of the course, contingent upon a suitable available case and hospital/physician permission.

ELN 0250 **Computer Technology II (CET 0250)** **Credit 4 (3-2)**
An intermediate course in microprocessors which provides experience in 16 bit microprocessors. A 16 bit Intel 8088 microcomputer trainer provides experience in programming, expanded addressing, memory segmentation, data handling and hardware familiarization and use of logic analyzers.

ENG 0101 **Grammar** **Credit 3 (3-0)**
Designed as a review of the basics of English grammar to assist students in the improvement of all communication skills, specifically writing and speaking. Course content includes plurals, possessives, verb tense, verb agreement, pronoun case, pronoun number, adjective/adverb comparison, other common grammatical errors, spelling, vocabulary, and an introduction to short essay writing.

ENG 0102 **Composition** **Credit 3 (3-0)**
Designed to aid the student in written communications, with specific emphasis upon sentence structure, paragraph writing, and essay composing. Course content will also include capitalization, punctuation, usage of easily-confused words, spelling, and vocabulary. For student for whom Report Writing is not required, ENG 0102 course content may be expanded to include research/library skills and the writing of a longer, documented report.
Prerequisite: ENG 0101

COURSE DESCRIPTIONS

ENG 0103 **ReportWriting** **Credit 3 (3-0)**
Designed to incorporate the skills of ENG 0101 and ENG 0102 into the preparation of various kinds of written reports. In addition to the writing components, the course will include a detailed study of research materials and the Library of Congress cataloging system. A unit on the basics of business letter writing will conclude with the preparation of a resume and application letter. Units on common abbreviations and trade journal characteristics will be included. Unless otherwise noted, the style for documentation in preparing research reports will be MLA (Modern Language Association).

ENG 0206 **Business Communications** **Credit 3 (3-0)**
Designed to detail the preparation of business letters and memos by preparing written communications to respond to a variety of situations. Course content will include proofreading, business vocabulary, spelling, and current events topics relevant to local, national, and international business. Emphasis throughout the course is "mailability."

ENG 0210 **Children's Literature** **Credit 3 (3-0)**
Designed to familiarize student with authors and illustrators of children's books/stories and to provide background necessary to evaluate the quality of books for children. Course content includes oral reading, awareness of awards for children's literature, and buying procedures. In addition to reading a sampling of books, students will write and sketch a children's book.

ENG 1102 **Communication Skills** **Credit 3 (3-0)**
Designed to promote effective communication through correct language usage in writing and speaking. Course content includes grammar review, basic punctuation/capitalization skills, business letter writing, spelling, use of easily-confused words, general reading skills, abbreviations, newspaper/trade journal reading skills, library usage, basic oral communication skills, current events review for conservation topics, and job-search skills of resume/cover letter writing and interviewing.

HOR 1144 **Plant Propagation** **Credit 4 (3-2)**
A study of basic concepts and principles of sexual and asexual propagation. Techniques are learned through practical exercises conducted in laboratory sessions. Emphasis is given to those propagation methods widely utilized in the horticulture industry.

HOR 1147 **Indoor Plants and Herbaceous Plants** **Credit 4 (2-4)**
A study of identification, selection, cultural requirements, and maintenance of plants used for indoor settings, residences, shopping centers, commercial buildings and other dwellings. Emphasis is also placed on interiorscape plans.

HOR 1147A **Indoor Plants and Herbaceous Plants — Part A** **Credit 2 (1-2)**
Upon completion of this part, students should be able to demonstrate a knowledge of 25 selected houseplants; identify and give control measures for 12 selected pest problems.

HOR 1147B **Indoor Plants and Herbaceous Plants — Part B** **Credit 2 (1-2)**
Upon completion of this part, students should be able to demonstrate a knowledge of 50 selected plants, list the physical characteristics and the uses in the landscape.

HOR 1149 **Horticulture Pest and Control** **Credit 5 (4-2)**
A study of the detection, identification, and control of insects and diseases that attack plant materials. The nature, structure, and importance of insects is studied. In addition, the structure and life history of various disease organisms are included.

HOR 1149A Horticulture Pest and Control — Part A **Credit 2 (2-0)**
Upon completion of this part, students should be able to demonstrate a knowledge of insects and related animals; anatomy, physiology, growth, metamorphosis and feeding habits of 25 selected insects.

HOR 1149B Horticulture Pest and Control — Part B **Credit 3 (2-2)**
Upon completion of this part, students should be able to demonstrate a knowledge of 25 selected weeds and diseases; the selection, application, and safety procedures in chemical control.

HOR 1151 Plant Materials I **Credit 4 (2-4)**
This course provides an introduction to the study of ornamental shrubs, annual, biennial and perennial plants, groundcovers, and vines that are used for landscape purposes. Students are required to identify each plant by its common and scientific name, describe its major uses in the landscape, and provide information on its cultural requirements.

HOR 1152 Plant Materials II **Credit 4 (2-4)**
A study of selected evergreen and deciduous trees including large shrubs which are often considered small trees that are designed for landscape purposes. Identification, cultural requirements, and uses of selected trees and large shrubs will be covered.
Prerequisite: HOR 1151

HOR 1224 Landscape Maintenance **Credit 4 (2-4)**
The principles and techniques of maintaining lawns, shrubs, trees, flowers, bulbs, and other plantings. Included is fertilization, disease control, pruning, irrigation, and proper use of various herbicides and pesticides.
Prerequisite: HOR 1151, HOR 1152.

HOR 1224A Landscape Maintenance — Part A **Credit 2 (1-2)**
Upon completion of this part, students should be able to demonstrate a knowledge of appropriate plant selection, soil problems and solutions, fertilization, and pruning of 20 selected trees and shrubs.

HOR 1224B Landscape Maintenance — Part B **Credit 2 (1-2)**
Upon completion of this part, students should be able to demonstrate a knowledge and identification of 5 turfgrasses and their cultural requirements, selected horticultural pests and appropriate controls, basic requirements for successful landscape maintenance business including job estimating.

HOR 1250 Small Fruits and Vegetables **Credit 4 (3-2)**
A study of the fundamentals of small fruit and vegetable production. Varieties, new methods of production and care, and marketing aspects will be covered.

HOR 1256 Nursery Management **Credit 4 (2-4)**
The production of field grown nursery stock is emphasized in this course. In addition, management practices and techniques including areas such as cost finding, price establishing, recordkeeping, planning of nursery layout of facilities, and personnel management are included.
Prerequisite: HOR 1144, HOR 1148, AGR 1185, AGR 1201.

HOR 1259 Garden Shop Operation and Landscape Design **Credit 3 (2-2)**
A course covering all phases of garden center operation including some of the major problems. Areas of study in this course include layout, stocking, product knowledge, traffic flow, seasonal fluctuations, risks, diversification, and merchandising. Ample time will be devoted to visitations to established garden center operations.

COURSE DESCRIPTIONS

HOR 1260 **Landscape Design/Build** **Credit 4 (2-4)**
This course is designed to teach the student how to plan the total landscape environment. Emphasis will be placed on the construction of/and proper placement of masonry walls, rock walls, patios, walks, etc., blending them in with appropriate plant materials.

HOR 1260A **Landscape Design/Build** **Credit 2 (1-2)**
Upon completion of this part the student should be able to demonstrate a knowledge of design principles, environmental factors, circulation patterns, privacy considerations; form and texture.

HOR 1260B **Landscape Design/Build** **Credit 2 (1-2)**
Upon completion of this part the student should be able to demonstrate a knowledge of appropriate plant selection, placement of walks, walls, pools, decks, etc., and to create detailed designs for on/off campus locations.
Prerequisite: HOR 1260-Part A; HOR 1151, HOR 1152.

HOR 1261 **Greenhouse Production** **Credit 4 (2-4)**
The production of greenhouse crops is emphasized in this course. In addition, management practices and techniques including crop scheduling, record keeping, price establishing, and marketing are included. This is a "hands on" class with each student growing several greenhouse crops during the quarter.

HOR 1264 **Greenhouse Management** **Credit 4 (2-4)**
A study of the fundamentals and practices in greenhouse plant production, including the control of heat, light, ventilation, and humidity. Construction and management of plastic, glass, and fiberglass greenhouses is studied. Crop studies include both cut flower and pot plant crops.
Prerequisites: HOR 1144, HOR 1148, AGR 1201.

HYD 0235 **Hydraulics & Pneumatics (MEC 0235)** **Credit 4 (3-2)**
An examination of the basic theories of hydraulic and pneumatic systems with a look at combinations of systems in various circuits. Includes basic designs and functions of circuits and motors, electrohydraulic servomechanisms, plumbing, filtration, accumulators, and reservoirs.

ISC 0102 **Industrial Safety** **Credit 3 (3-0)**
Management and supervisory responsibility for fire and accident prevention, accident reports, good housekeeping, machine guarding, personnel protective equipment, industrial accident code and fire regulations, the first aid department, job instruction and safety instruction, company rules and enforcements are covered. This is all related to OSHA with exercises in the use and interpretation of the Federally published standards.

ISC 0202 **Quality Control** **Credit 6 (6-0)**
Organization, techniques, and procedures for efficient quality control: functions, responsibilities, structure, costs reports, records, personnel and vendor-customer relationships in quality control.
Prerequisite: MEC 0204

ISC 0203 **Quality Control in Industrial Maintenance** **Credit 3 (3-0)**
The organization, techniques, and procedures of quality control as needed by today's industrial maintenance technicians. Including a study into the functions, responsibilities, and structure of quality control.

ISC 0204 **Value Analysis** **Credit 3 (3-0)**
An opportunity to study procedures, conditions and products with the purpose of identifying and removing unnecessary cost by the use of sound decisions through a common sense approach.

ISC 0205 **Maintenance Management** **Credit 3 (3-0)**
Administration decision making, setup and inspection of various programs such as preventive maintenance, repair parts, inventory control, and organization and functions of maintenance will be introduced in this course. Various aspects of management, engineering resources analysis and maintenance facilities will be covered.

ISC 0209 **Plant Layout** **Credit 5 (5-0)**
A practical study of factory planning with emphasis on efficient arrangements of work areas, layouts for small and medium-sized plants, selection of production and materials handling equipment. This includes a layout problem in small scale.
Prerequisite: MEC 0204

ISC 0210 **Job Evaluation** **Credit 4 (4-0)**
How to determine and write job descriptions, evaluate and grade jobs and arrive at pay rates for production, clerical and supervisory positions.

ISC 0211 **Work Measurement** **Credit 3 (3-0)**
Principles of work simplication, job methods improvement, motion study fundamentals and time study techniques. Use of flow and process charts, multiple activity charts, operation charts, flow diagrams and methods evaluation.

ISC 0250 **Manufacturing Costs and Budgets** **Credit 3 (3-0)**
Since all decisions in industry involve costs and plans involve budgets, this course is an introduction to the principles involved in this important area of plant management.
Prerequisites: MEC 0204, MAT 0152

ISC 1101 **Industrial Safety** **Credit 3 (3-0)**
A study of industrial safety practices as they pertain to employees in the metalworking trades. Specific subject matter covered includes first aid practices; general and specific safety rules that apply to machinery in machine shop and welding shops; accident reporting and records; employer and employee responsibility; mechanical safe guards; personal protective equipment; material handling; fire prevention; and the Occupational Health and Safety Act.

ISC 1105 **Industrial Organizations (BUS 1105)** **Credit 3 (3-0)**
Methods, techniques, and practices of modern management in planning, organizing and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost.

MAT 0050 **Pre Algebra (MAT 0150)** **Credit 5 (5-0)**
This course is designed for the student who has had no previous experience with Algebra but who plans to take Algebra or other Algebra-based courses in the future. A review of basic mathematical operations will be followed by a detailed study of elementary algebraic concepts.

MAT 0100 **Fundamentals of Algebra** **Credit 6 (6-0)**
This course is designed as a concentrated presentation of the essentials of elementary Algebra. Topics covered include solving first-degree equations in one variable, factoring, graphing linear equations, solving linear systems, and solving quadratic equations as well as other basic algebraic operations.

MAT 0100A **Fundamentals of Algebra-Part A** **Credit 3 (3-0)**

MAT 0100B **Fundamentals of Algebra-Part B** **Credit 3 (3-0)**

MAT 0101 **Technical Mathematics I** **Credit 5 (5-0)**
This course is the first in a three-quarter sequence for students in technical areas.

Included is a comprehensive coverage of basic algebraic principles and processes as well as an introduction to functions. Applications to practical problems are emphasized.
Prerequisite: Algebra I or Math 100

MAT 0102 **Technical Mathematics II** **Credit 5 (5-0)**
A continuation of MAT 0101. Advanced algebraic topics as well as trigonometric function, radians, oblique triangles, and vectors are studied in depth.
Prerequisite: MAT 0101

MAT 0105 **Math for Allied Health Professionals** **Credit 3 (3-0)**
Accuracy in mathematical calculations is crucial to work in the health professions. Therefore, practical problems dealing with fractions, decimals, roman numerals, ratio and proportion, equations, and formulas will be covered as well as a study of the three systems of measurement used in the health related fields (metric, apothecaries, and household).

MAT 0106 **Basic Mathematics (MAT 0153)** **Credit 3 (3-0)**
This course is designed to refresh the students on basic mathematical skills and introduce the student to aspects of mathematics, and the metric system including: fractions, decimals, percent, basic Euclidean geometry, measurement, positive and negative numbers, ratio and proportion.

MAT 0111 **Drug Dosages and Measurements** **Credit 2 (2-0)**
Safe and accurate administration of medications is a fundamental responsibility of the nurse. Therefore, this course will thoroughly cover the mathematic computations and formulas necessary for dosage calculations. The systems of measurement used in the health field (metric, apothecaries, and household) will be presented, as well as a thorough review of basic math.

MAT 0152 **Facts and Figures** **Credit 6 (6-0)**
A review of math fundamentals and the application of mathematics to the solutions of typical problems in business and industry. It includes learning and the use of common conversion tables, measuring devices, the slide rule and other essential abilities.

MAT 1101 **Fundamentals of Mathematics I** **Credit 4 (4-0)**
This course, designed for the vocational student, is the study of basic math involving operations with whole numbers, fractions, decimals, percents, ratio and proportion, metric and English measurements, and basic formulas used in industry.

MAT 1102 **Fundamentals of Mathematics II** **Credit 4 (4-0)**
Designed for the vocational student, this course covers basic geometric principles and continues with a study of trigonometry. Included will be solutions of right triangles with the six trigonometric ratios and solutions of oblique triangles using the Law of Sines and the Law of Cosines. Practical problems will be emphasized.
Prerequisite: MAT 1101

MAT 1110 **Math for Cosmetology** **Credit 2 (2-0)**
This course is designed to refresh the student on basic and business mathematics as it relates to cosmetology. Math skills reviewed are: whole numbers, fractions, decimals, ratio and proportion consumer mathematics, discounts, commission and markup.

MAT 1123 **Machinist Mathematics** **Credit 3 (3-0)**
Introduces gear ratio, lead screw and indexing problems with emphasis on application to the machine shop. Practical applications and problems furnish the trainee with experience in geometric propositions and trigonometric relations to

shop problems: concludes with an introduction to compound angle problems.
Prerequisite: MAT 1102

MEC 0101 Machine Processes I **Credit 3 (1-4)**
An introductory course designed to acquaint the student with basic hand tools, safety procedures and machine processes of our modern industry. it will include a study of measuring instruments, characteristics of metals and cutting tools. The student will become familiar with the lathe family of machine tools by performing selected operations such as turning, facing, threading, drilling, boring, and reaming.

MEC 0102 Machine Processes II **Credit 3 (1-4)**
A study of advanced operations on lathe, drilling, boring, and reaming machines. Includes milling machine theory and practice. Provides a thorough study of the types of milling machines, cutters, jig and fixture devices, and the accessories used in a modern industrial plant. Safety in the operational shop is stressed.

MEC 0105 Statics **Credit 4 (3-3)**
A study of systems of forces acting on bodies, machines, and structures at rest and the effects of forces on objects. Topics covered included analysis of force systems; equilibrium; analysis of structures, frames, and machines; distributed forces; friction; and moment of inertia.
Prerequisite: MAT 0102, PHY 0102

MEC 0204 Manufacturing Processes **Credit 6 (6-0)**
A study of various manufacturing processes, the equipment, tools and materials used, the principles involved and the products produced. Films and field trips further introduce the broad subjects of Manufacturing.

MEC 0205 Strength of Materials **Credit 4 (3-2)**
Study of principles and analysis of stresses which occur within machine and structure elements subjected to various types of loads such as static, impact, varying and dynamic. Analyses of these stresses are made as applied to thin-walled cylinders and spheres, riveted and welder joints, beams, columns, and machine components.
Prerquisites: PHY 0102, MAT 0102

MEC 0208 Mechanical Problem Solving **Credit 3 (2-2)**
A basic study related to special problems encountered in the mechanical area. Mechanical advantages, motors, controls, and types of movements are investigated. General mechanical operations and maintenance as well as production line problems are surveyed.
Prerequisite: MEC 0102

MEC 0210 Physical Metallurgy I **Credit 4 (3-2)**
An introductory course in metallurgy covering a basic study of the properties of metals and alloys. Includes analysis of the structure of metals and alloys, atomic structure, nuclear structure, and nuclear reactions. Also covers solid (crystalline) structures, methods of designating crystal planes, liquid and vapor phases, phase diagrams, and alloy systems.

MEC 0213 Production Planning **Credit 3 (3-0)**
Day-to-day plant direction, forecasting, product planning and control, scheduling, dispatching, routing, and inventory control. Actual layouts are utilized for planning and control.

MEC 0214 Shop Practice **Credit 3 (1-4)**
A shop practice course designed to acquaint the student with basic fundamentals

of installation, maintenance, and repair of machine tools. Machine maintenance and accuracy are emphasized. Slip and press fits are produced to include bearing assembly.

MEC 0222 Rigging and Maerial Handling **Credit 3 (2-2)**
Transporting, converting, transferring, self-loading and bulk-handling equipment will be introduced. Use of wire rope, slings, chains, scaffolds, and ladders will be investigated. Proper storage of materials will also be covered.

MEC 0299 General Maintenance and Repair **Credit 3 (2-2)**
The purpose of this course is to broaden the experiences of the student in the areas of mechanics. Problems involving various types of equipment will be given to demonstrate the check list method of maintenance and preventative maintenance. The use of precision measuring tools and checking for accuracy, squareness and correct center line distances is stressed for pre-stat inspection. This course is a wide-based study in everyday manufacturing problems and solutions.

MEC 1101 Machine Shop Theory and Practice I **Credit 7 (3-12)**
An introduction to the metalworking trade as it relates to machining operations. The student will be oriented to the machine shop, safety, basic hand tools, and shop measuring instruments. Operations on engine lathes, drilling machines, metal cutting saws, milling machines, and bench grinders will also be covered.

MEC 1101A Machine Shop Theory and Practice IA **Credit 3 (1-6)**
An introduction to the metalworking trade as it relates to machining operations. The student will be oriented to the machine shop, safety, basic hand tools, and shop measuring instruments.

MEC 1101B Machine Shop Theory and Practice IB **Credit 4 (2-6)**
Operations on engine lathes, drilling machines, metal cutting saws, milling machine, and bench grinders will be covered.
Prerequisite: MEC 1101A

MEC 1102 Machine Shop Theory and Practice II **Credit 7 (3-12)**
An introduction to the assembly of parts, fits, hand broaches, screw and tap extractors, set-up equipment, inspection tools, gauges, buffing and polishing, and surface grinders. Continued instruction in the use of precision measuring tools, selection of speeds and feeds, reciprocating and continuous band cut-off saws, contour band saws, lathes, power drills, and milling machines.
Prerequisite: MEC 1101

MEC 1102A Machine Shop Theory and Practice IIA **Credit 3 (1-6)**
An introduction to the assembly of parts, fits, hand broaches, screw and tap extractors, set-up equipment, inspection tools, gauges, buffing and polishing, and surface grinders.
Prerequisite: MEC 1101

MEC 1102B Machine Shop Theory and Practice IIB **Credit 4 (2-6)**
Continued instruction in the use of precision measuring tools, selection of speeds and feeds, reciprocating and continuous band cut-off saws, contour band saws, lathes, power drills, and milling machines.
Prerequisites: MEC 1101, MEC 1102A

MEC 1103 Machine Shop Theory and Practice III **Credit 7 (3-12)**
Additional instruction and practice in the use of precision measuring tools, milling machines, and surface grinders. Practice in setting up and operating machine tools including the selection and use of work holding devices, feeds and speeds, special heads and tables, cutting tools, and coolants. Instruction and practice in the use of power feed drills and abrasive saws.
Prerequisites: MEC 1101, MEC 1102

MEC 1103A Machine Shop Theory and Practice IIIA **Credit 3 (1-6)**
Additional instruction and practice in the use of precision measuring tools, milling machines, and surface grinders. Instruction and practice in the use of power feed drills and abrasive saws.
Prerequisites: MEC 1101, MEC 1102

MEC 1103B Machine Shop Theory and Practice IIIB **Credit 4 (2-6)**
Practice in setting up and operating machine tools including the selection and use of work holding devices, feeds and speeds, special heads and tables, cutting tools and coolants.
Prerequisites: MEC 1101, MEC 1102, MEC 1103A

MEC 1104 Machine Shop Theory and Practice IV **Credit 7 (3-12)**
The student will work to required tolerances setting up and operating machine tools. An introduction to turret lathes, advanced milling machine operations, special machining operations, and special machines. Also covered will be grinding specific surfaces using hand, surface and cylindrical grinders, and lapping and honing parts to specified tolerances.
Prerequisites: MEC 1101, MEC 1102, MEC 1103

MEC 1104A Machine Shop Theory and Practice IVA **Credit 3 (1-6)**
The student will work to required tolerances setting up and operating machine tools. An introduction to turret lathes, advanced milling machine operations, special machining operations, and special machines.
Prerequisites: MEC 1101, MEC 1102, MEC 1103

MEC 1104B Machine Shop Theory and Practice IVB **Credit 4 (2-6)**
Covered will be grinding specific surfaces using hand, surface, and cylindrical grinders, and lapping and honing parts to specified tolerances.
Prerequisites: MEC 1101, MEC 1102, MEC 1103, MEC 1104A

MEC 1105 Computer Numerical Control Machining I **Credit 3 (2-2)**
This course is an introduction to CNC programming using the "machinist" language. Program writing, editing, and execution are stressed. Machine operations such as drilling and some milling cycles are used as a basis for application. Mirror Image and circular milling are examples of applications covered for both drilling and milling operations.
Prerequisite: MEC 1101

MEC 1106 Computer Numerical Control Machining II **Credit 3 (2-2)**
A continuation of MEC 1105 with advanced work in milling and drilling operations. Helical interpolation, polar coordinate programming, canned cycles, rectangular and circular pocket milling are some of the specific items covered. Demonstrated student skills in these and other areas will serve as a basis for satisfactory completion of the course.
Prerequisite: MEC 1105

MEC 1117 Machine Repair **Credit 3 (2-3)**
This course is designed to acquaint the student with the moveable parts of machine tools, the basic methods of joining these parts together, adjustments necessary to obtain satisfactory service, removal and reinstallation of worn parts, uses of lubricants as applied to machine tools, safety precautions as described as OSHA.

MEC 1122 Practical Metallurgy **Credit 4 (3-2)**
This course is designed to familiarize the student with ferrous and nonferrous metals. Production and application practices are covered along with the SAE-AISI designation systems. Heat treatment of metals, with emphasis on low and high

carbon steels, part design for heat treating purposes, and the use of testing equipment are included. Powder metallurgy is also introduced.

MED 1101 **Orientation to Medical Office Assisting (MOA 1101)** **Credit 3 (3-0)**
An introduction to the role of Medical Assisting and to medical terminology. Emphasis is placed on professional attitude and behavior, patient psychology, history of medicine, and basic skills in the duties of receptionist and medical secretary.

MED 1102 **Medical Office Administration (MOA 1102)** **Credit 5 (5-0)**
Continuation of MED 1101. This course covers administrative duties including telephone technique, processing of mail, reception of patients, scheduling of appointments, travel arrangements, filing systems, medical and non-medical records, professional fees and credit arrangements, billing and collection procedures, banking, written communications, editorial duties, office management, and facilities and equipment.
Prerequisites: ENG 0101, MED 1101, and OSC 0100.

MED 1201 **Medical Ethics and Law (MOA 1201)** **Credit 3 (3-0)**
A study of the legal relationships of physician and patient, creation and termination of a contract, professional liability, malpractice, tort liability, breach of contract, the Medical Practice Acts, A.M.A. Principles of Medical Ethics, types of medical practice, and medical care health insurance plans.

MED 1202 **Medical Economics and Accounting (MOA 1202)** **Credit 3 (2-2)**
A study of the basic principles of both medical economics and accounting including journalizing, posting to ledgers, and preparing financial statements. Appropriate forms, payroll records, report preparation, and record-keeping devices, as they pertain to the medical office will be classified and summarized. Upon completion of this course, students should be able to: keep a single entry set of books; maintain peg board; maintain a checking account; follow an efficient billing schedule; compose effective collection letters; apply rules for telephone requests for payment; handle special collection problems; explain medical fees and assist patients in planning financing of medical care.
Prerequisites: MED 1102 and CAS 0102

MED 1203 **Pharmacology for Medical Assisting (MOA 1203)** **Credit 3 (3-0)**
An introductory course in pharmacotherapeutics. Medication sources, preparations, actions, standards, and names are presented. Emphasis is placed on correct preparation, safe administration, and client's response to medications. Actions and other pharmacologic properties of medication in each classification are presented. Upon completion of the course, students should be able to identify major drugs and/or drug groups, recognize side effects, describe interaction of drugs, and relate various methods of administration of drugs to reactions.
Prerequisite: MAT 0111

MED 1301 **Medical Insurance and Coding (MOA 1301)** **Credit 3 (3-0)**
A study of the types of insurance coverage most commonly used in medical facilities. Also included are basic medical and insurance abbreviations and terms, current procedural and diagnostic codings, and preparation of insurance forms.
Prerequisites: MED 1102 and CAS 0102

MED 1302 **Medical Lab Fundamentals (MOA 1302)** **Credit 3 (2-2)**
Course is designed to introduce the student to the various laboratory procedures necessary to aid the physician in diagnosing the patient's problems. Emphasis is placed on microbiological theory and aseptic technique, as well as on student's ability to relate diagnostic and therapeutic procedures to basic body functions and correlate these procedures to assisting with physical examination.

MED 1303 **Clinical Lab I (MOA 1303)** **Credit 5 (2-6)**
Studies include the recognition of principles of clinical performance and development of techniques necessary for functioning as a medical assistant. Topics emphasized are: office housekeeping procedures; identification, storage, care, and ordering of equipment and supplies; medical and surgical asepsis; examination room procedures; body mechanics; clinical pharmacology; and nutrition and diet therapy.
Corequisite: MED 1302. Prerequisite: MED 1103

MED 1402 **Laboratory Procedures (MOA 1402)** **Credit 5 (2-6)**
Continuation of MED 1302. Course emphasizes laboratory rules of safety and responsible handling of equipment and reagents; identification of equipment, glassware, and supplies by sight and use; study of principles and procedures relative to hematology, bacteriology, immunology, and urinalysis. Upon completion of the course, the student should be familiar not only with the procedures, but also with the purposes of the procedures and the norm ranges for the results; additionally, the student should be able to demonstrate proficiency in collecting specimens and carrying out routine laboratory examinations.
Prerequisite: Completion of first 2 quarters. Corequisite: MED 1403

MED 1403 **Clinical Lab II (MOA 1403)** **Credit 5 (2-6)**
Continuation of MED 1303. Studies include advanced examination room procedures, including patient instruction; selection and preparation of sterile supplies and equipment for surgical procedures; simple examination or treatment procedures such as obtaining vital signs, applying dressings, and conducting ear and eye irrigations and instillations; preparation and administration of medications; orientation to electrocardiography and x-ray; first aid and CPR; and professional behavior as demonstrated by dependability, responsibility, and initiative.
Prerequisite: Completion of first 2 quarters.
Corequisite: MED 1402

MED 1404 **Medical Office Practice (MOA 1404)** **Credit 7 (0-21)**
This course is a practicum in Medical Assisting. Each student is assigned to a physician's office, clinic, or out-patient department. Upon completion of this course, students should be able to perform the duties of the medical assistant as they apply to the assigned office; demonstrate professional and communication skills necessary for the effective care of the patient; and express an understanding of the practice of comprehensive health care in the community.
Prerequisite: Completion of the first 3 quarters

MKT 0120 **Customer Relations (MKT 0160)** **Credit 3 (3-0)**
Subject matter will include the areas of consumer complaints, customer service policies, employee attitudes, and customer relationships in retail and industrial settings. Focus will be on the strategies and techniques available to enhance customer satisfaction.

MKT 0150 **Introduction to Advertising** **Credit 3 (3-0)**
A survey of the field of advertising with emphasis on media, consumer behavior, market research, and the coordination of a total advertising campaign.

MKT 0210 **Sales Promotion I** **Credit 4 (3-2)**
An introduction to sales promotion activities for all marketing levels with concentration on the specialized techniques and procedures employed in developing promotional calendars, budgets, special event packages, and promotional materials.

MKT 0211 **Sales Promotion II** **Credit 4 (3-2)**
Covers the techniques, skills, and equipment required to prepare, purchase, and present effective promotional materials.

COURSE DESCRIPTIONS

MKT 0239 **Marketing** **Credit 6 (6-0)**
A general survey of the field of marketing with emphasis on marketing institutions, promotion, pricing, marketing channels, and market research.

MKT 0240 **Merchandise Planning and Control** **Credit 6 (6-0)**
A study of the equations and theories involved in retail mathematics. Emphasis on planning, pricing, inventory control, and profit relationships.

MKT 0245 **Retailing** **Credit 3 (3-0)**
The focus is on the operational problems of retailing centered around organization, location, buying, selling, promotion, service, and merchandise handling.

MKT 0249 **Buying and Merchandising** **Credit 4 (4-0)**
Utilizes a case study method to study the merchandising techniques used to forecast trends, plan assortments, select resources, negotiate buying arrangements and follow-through on the sales.

MKT 0250 **Commercial Display Design (MKT 0260)** **Credit 4 (3-2)**
Explores all aspects of display as a visual merchandising medium. Subject areas include equipment, materials, resource selection, budgeting, image projection, and basic principles of art and design.

NUR 0101 **Nursing Fundamentals** **Credit 9 (6-4-3)**
An introduction to nursing, the health care system, the concept of wellness-illness continuum and the nursing process. The nursing process is used to assess the 14 basic human needs of man. Emphasis is placed on the therapeutic communication. Theory, scientific principles, and procedures for basic nursing skills are taught, demonstrated, and practiced in class and the nursing laboratory, and clinical area.
Corequisites: BIO 0101, NUT 0101

NUR 0102 **Nursing Adults and Children I** **Credit 10 (6-0-12)**
An introduction to medical-surgical nursing theory and clinical practice utilizing the nursing process and nursing diagnosis concepts. Client assessment, identification of common problems, making the nursing diagnosis, and planning and evaluating client care will be discussed for children and adult clients with infectious disease, surgical needs, cancer, terminal illness, and diseases of musculo-skeletal and gastro intestinal systems. Diet therapy and pharmacotherapeutics are included in the client care plan. Oren's Self-Care Model and Roy's Adaptation Model will be used as a basis for planning nursing care.
Prerequisite: BIO 0101, PSY 0101, NUT 0101, NUR 0101
Corequisites: BIO 0102, PSY 0107, MAT 0111

NUR 0103 **Nursing Adults and Children II** **Credit 10 (6-0-12)**
Continuation of medical-surgical nursing theory and clinical practice utilizing the nursing process and nursing diagnosis concepts. Client assessment, identification of common problems, making the nursing diagnosis and planning client care will be discussed for adults and children with diseases of cardiovascular, urinary, reproductive, respiratory, and endocrine systems. Diet therapy and pharmacotherapeutics are included in the care plan. Content related to nursing care of the pediatric and geriatric client will be included. Physical assessment skills will be discussed with each system and integration of skills will be highlighted. (Orem's Self-Care Model and Roy's Adaptation Model will be used as a basis for planning nursing care.)
Prerequisite: NUR 0102

NUR 0201 **Nursing Process and Client Assessment** **Credit 3 (2-2-0)**
Nursing Process and Client Assessment includes theory and practice in using the nursing process and client assessment skills. Laboratory experiences include

demonstration and practice of techniques useful in assesesing the skin, head, neck, chest, cardiovascular system, breasts, genitourinary system, abdomen, musculoskeletal system, neurosensory system, and general health status. Required for graduate and licensed practical nurses before entry into the fourth quarter of the Associate Degree Nursing Program (T-059).

NUR 0202 **Maternal and Newborn Nursing** **Credit 11 (6-0-15)**

Introduces the basic and more complex concepts in obstetrical nursing. Nursing process and nursing diagnosis are used to assess the family, identify common problems, and plan family care during the antepartal, intrapartal, postpartal, and newborn periods. Common and more complex problems of pregnancy and the newborn are also studied. Clinical experiences include using the nursing process to assess, diagnose, plan, implement, and evaluate nursing care for the intrapartal, postpartal, and newborn clients in normal and more complex situations.
Prerequisites: BIO 0101, NUR 0103, NUR 0105, BIO 0102

NUR 0203 **Mental Health Nursing** **Credi. 13 (8-0-15)**

Mental Health Nursing provides assessing the dynamics of behavior and identifying interpersonal needs. Emphasis is placed on communications and interpersonal interviews as a means of attaining these goals. Mental health nursing and psychiatric concepts, basic psychiatric care and problematic behavior and nursing actions are included. Selected class and clinical learning experiences involve the therapeutic use of self with the patient in identifying human needs and problems using goal-directed approaches and evaluating results as a continuous process in coping behaviors. Selection of learning experiences in class and clinical is influenced by an assessment of students' needs in relation to the course objectives. Students are encouraged to view themselves and the patients as individuals with individual needs and mechanisms of adjustment.
Prerequisites: PSY 0101, PSY 0107, NUR 0103

NUR 0204 **Nursing Adults and Children III** **Credit 11 (6-0-15)**

Advanced medical-surgical nursing theory and clinical practice in caring for adults and children with special care needs related to cardiovascular, respiratory, neurological, chemical-thermal, multiple trauma, renal, and transplantation. Diet therapy and pharmacotherapeutics are integrated into the curriculum. Primary and secondary assessment skills are stressed while Roy's adaptation model provides the stucture for the nursing process.

NUR 0205 **Nursing Adults and Children IV** **Credit 11 (6-0-15)**

The focus on the course is the development of skill in the application of leadership and management principles in functioning as a health team member and then, as a leader/manager. Previous learning will be built upon for integration and synthesis. In the clinical component of the course, students will provide comprehensive care to individuals and groups of patients. Group process theories are reviewed and implemented. Emphasis will be placed upon collaboration with other team members in assessing, planning, implementing, and evaluating nursing interventions. Case management and change theories are explored.
Prerequisites: NUR 0103, NUR 0105, NUR 0201, NUR 0203, NUR 0204

NUR 0206 **Nursing Seminar** **Credit 2 (2-0)**

This seminar is designed to provide opportunities for discussion of issues and trends in nursing education, nursing practice, and the legal aspects. Responsibilities of the nurse to self, to the health team and community are stressed as well as the role of the registered nurse in selected practice services.

NUT 0101 **Nutrition and Diet Therapy** **Credit 3 (3-0)**

Introduces the learning concepts of change and balance as the fundamental framework for the study of nutrition. Deals with composition of food, the digestion, absorption, and metabolism of the seven basic nutrients, and the basic four food

groups. The results of deficiences, the factors that influence food habits, and nutritional requirements in all age groups are discussed. Therapeutic diets are introduced.

NUT 0102 **Nutrition for Young Children** **Credit 3 (3-0)**
Study of basic nutrition with emphasis on (1) methods of helping young children and their families learn nutritional concepts and (2) planning balanced diets for preschool children.

ORI 0101 **Principles of Active Learning** **Credit 1 (0-2)**
This course is designed to prepare the student to assume the responsibilities required for college success by focusing attention on an introduction to Stanly Community College, organizational skills, communication skills, information finding skills, thinking skills, and comprehension skills.

ORI 1000 **Orientation for Cosmetology** **Credit 1 (1-0)**
Designed to prepare the student for notetaking, study skills, and test taking; this class will prepare the learner for the classroom. The student will also examine career options within the cosmetology field and focus on state licensure tests.

OSC 0100 **Keyboarding (BUS 0100)** **Credit 2 (1-2)**
The objective of this course is to develop touch keyboarding skills for all alphabetic, punctuation, and number keys on the standard keyboard. In addition, instruction is provided for the ten-key numeric pad and in formatting personalized business letters and memorandums.

OSC 0102 **Typewriting I (Keyboarding) (OFT 0102)** **Credit 4 (3-2)**
The objective of this course is a foundation for speed and accuracy. Basic training on the following: position, touch operation, mastery of keyboard, skill-building drills, and problem typing of simple business letters and tabulations.

OSC 0102A **Typewriting I (Keyboarding) — Part A** **Credit 2 (1-2)**
The objective of this course is to develop a foundation for speed and accuracy. A mastery of the keyboard is emphasized.

OSC 0102B **Typewriting I (Keyboarding) — Part B** **Credit 2 (2-0)**
Contains a continuation of the skill-building drills needed for mastery of the keyboard and problem typing of simple business letters and tabulations.

OSC 0103 **Typewriting II (Document Formatting) (OFT 0103)** **Credit 4 (3-2)**
Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.
Prerequisite: OSC 0102

OFT 0103A **Typewriting II (Document Formatting) — Part A** **Credit 2 (1-2)**
Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques.

OSC 0103B **Typewriting II (Document Formatting) — Part B** **Credit 2 (2-0)**
Stresses further mastery of correct typewriting techniques as applied in tabulation, manuscript, correspondence, and business forms.
Prerequisite: OSC 0103A

OSC 0104 **Typewriting III (Document Production) (OFT 0104)** **Credit 4 (3-2)**
Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms.
Prerequisite: OSC 0103

OSC 0104A **Typewriting III (Document Production) — Part A** **Credit 2 (1-2)**
Emphasis is placed on production typing problems and speed building. Attention is focused on the student's ability to produce mailable copies.
Prerequisite: OSC 0103

OSC 0104B **Typewriting III (Document Production) — Part B** **Credit 2 (2-0)**
Emphasis is placed on the student's ability to function as an expert typist with tabulation, manuscript, correspondence, and business forms.
Prerequisite: OSC 0104A

OSC 0106 **Machine Transcription (OFT 0106)** **Credit 4 (3-2)**
An introduction to machine transcription. In addition to building transcription skill on the transcribing machine, emphasis will be placed on developing skills in grammar, spelling, and letter techniques. The Gregg Reference Manual is used.

OSC 0112 **Records Management (OFT 0112)** **Credit 3 (3-0)**
An introduction to the record systems used in business with emphasis on the management and control of those systems. Filing methods will also be studied.

OSC 0114 **Administrative Office Procedures (OFT 0114)** **Credit 4 (3-2)**
Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, interviewing for a job, grooming and office etiquette.

OSC 0122 **Applied Secretarial Communications (OFT 0122)** **Credit 3 (3-0)**
Applied Secretarial Communication will stress the secrets and practical approach to writing clear, concise, well-organized letters, memos and other business correspondence. Special emphasis will be on composing letters, on editing and proofreading business documents and on developing more competence in spelling and punctuation with business correspondence.

OSC 0123 **Information Processing Concepts and Applications (OFT 0173)** **Credit 4 (3-2)**
A course designed to teach the concepts of word processing as it relates to the modern office. The student will be able to operate an editing typewriter with special emphasis on standardized procedures, document coding, production measurement, logging, and form letter production.

OSC 0124 **Advanced Word Processing Application (OFT 0174)** **Credit 4 (3-2)**
Word processing using a software package for the microcomputer.
Prerequisites: OSC 0123 or Program Head Approval

OSC 0201 **Beginning Shorthand (OFT 0201)** **Credit 4 (3-2)**
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.

OSC 0202 **Shorthand II (OFT 0202)** **Credit 4 (3-2)**
Continued study of theory with greater emphasis on dictation and elementary transcription.
Prerequisite: OFT 0201

OSC 0203 **Shorthand III (OFT 0203)** **Credit 4 (3-2)**
Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.
Prerequisite: OSC 0202

COURSE DESCRIPTIONS

OSC 0207 **Machine Transcription II (OFT 0207)** **Credit 4 (3-2)**
A course designed to develop the accuracy, speed and/or vocabulary to meet the machine transcription requirements of business and professional offices in the community.

OSC 0208 **Machine Transcription III (OFT 0208)** **Credit 4 (3-2)**
A course designed to develop transcription skills for the executive office. Emphasis is placed on complete mailability of copy. Speed and accuracy, as well as language usage skills are emphasized.
Prequisite: OSC 0207

OSC 0209 **Medical Transcription (OFT 0209)** **Credit 3 (3-0)**
Designed to familiarize students with seven basic medical reports, an appropriate format for transcribing the reports, and specialized rules of grammar and punctuation peculiar to dictated medical records.
Prerequisites: OSC 0106, OSC 0201, OSC 0202, OSC 0207

OSC 0210 **Medical Insurance and Coding (OFT 0210)** **Credit 3 (3-0)**
A study of how to complete a variety of medical and dental insurance forms through hands-on experience. The latest information on electronic claims processing and coding is included.

OSC 0211 **Legal Office Transcription/Terminology (OFT 0211)** **Credit 4 (3-2)**
A course in understanding legal terminology, developing transcription skills, and following legal procedures in order to produce legal documents.
Prerequisites: OFT 0106, OFT 0201, OFT 0202, OFT 0207

OSC 0216 **Advanced Information Processing I (OFT 0276)** **Credit 4 (3-2)**
A course designed to teach microcomputer applications with special emphasis on spreadsheets.

OSC 0217 **Advanced Information Processing II (OFT 0277)** **Credit 4 (3-2)**
This course provides training in the use of Desktop Publishing with the main emphasis being PageMaker. Desktop publishing consists of importing other softwear packages, such as word processing, spreadsheets, and graphics, into Pagemaker in order to fully utilize a layout program.
Prerequisites: OSC 0124, OSC 0216 or approval by program head.

OSC 0218 **Office Systems (OFT 0278)** **Credit 5 (5-0)**
Designed for current or potential managers of office automation. This course provides further training in the use of integrated software, working with a number of applications such as DOS, word processing, database management, spreadsheets, desktop publishing, and other software that will be of help to a person in office technology. This course also emphasizes the flow and management of information and related technologies. It "rounds out" many aspects of the office technology curriculum.
Prerequisites: OSC 0124, OSC 0216, OSC 0217

OSC 1204 **Medical Transcription (BUS 1204)** **Credit 3 (2-2)**
An introduction to typing medical forms and machine transcription. Designed to help the Medical Assistant develop accuracy and skill in spelling, punctuation, transcribing, and typing medical histories and forms. Skills will be taught on the electronic typewriter, as well as by computer. Upon completion of this course, students will have developed the accuraccy, speed, and vocabulary that will enable them to meet the transcription requirements of professional health care agencies.
Prerequisites: MED 1103

OTA 0101 **Occupational Therapy I (Fundamentals of the Professions)** **Credit 5 (4-2)**
Students are introduced to occupational therapy, the concept of the treatment team and the roles of other professionals on the team. Students begin the study of professional literature and the areas of practice of Occupational Therapy. Students have the oportunity to observe in various areas of practice and learn the role of the COTA.

OTA 0104 **Occupational Therapy Media I** **Credit 5 (3-4)**
The purpose of this course is to teach crafts that require tools for their completion. Emphasis will be placed on the proper use, maintenance, and safety factors of tools and materials. Students will do activity analysis and group teaching throughout the course.
Prerequisite: OTA 0101

OTA 0106 **Occupational Therapy for Physical Disabilities I** **Credit 6 (4-4)**
Course materials will present students with diagnoses of general medical neurological and orthopedic conditions commonly found in occupational therapy settings. Etiology, pathology, course of treatment, prognosis and prevention will be discussed as they apply to the assistant level therapist. Lab sessions will afford students an opportunity to develop skills and simulate various disabling conditions. Problems solving to enable normal activity will be a part of didactic and lab sessions.
Prerequisites: BIO 0101, BIO 0102, OTA 0101, OTA 0108, OTA 0112

OTA 0107 **Occupational Therapy for Physical Disabilities II** **Credit 6 (4-4)**
A continuation of OTA 0106 in the study of various disease processes that are commonly treated in occupational therapy. Emphasis will be on understanding the disease process as it affects patients' ability to function independently in daily life skills. Treatment approaches for the COTA will be practiced. Lab sessions will incorporate fabrication and appropriate use of adaptive devices. The use of "high technology" adaptations for independent living skills will be covered.
Prerequisite: OTA 0106

OTA 0108 **Kinesiology for OTA Students** **Credit 4 (3-2)**
A study of movement of the human body as it relates to activity, disability, and occupational therapy treatment. In laboratory sessions, students will become familiar with various methods of testing joint range of motion, muscle strength, and coordination.
Prerequisites: BIO 0101, BIO 0102, OTA 0101

OTA 0201 **The Aging Process** **Credit 3 (3-0)**
Course will focus upon the second half of the life span with with emphasis on Gerontology. Concepts of the aging process, retirement, physical, emotional and social adjustments will be presented.
Prerequisites: OTA 0106, PSY 0107

OTA 0202 **Geriatric Programming** **Credit 3 (2-3)**
Students study techniques of geriatric therapy programs. Emphasis is on maintaining independence, activities of daily living, work simplification, perceptual deficits, life review, diversion, etc.
Prerequisites: BIO 0101, OTA 0108, OTA 0106, OTA 0107, OTA 0201.

OTA 0204 **Occupational Therapy Media II** **Credit 3 (2-3)**
Course material and laboratory sessions will orient, familiarize, and develop personal and therapeutic skills in some of occupational therapy's major crafts. Woodworking and weaving will be discussed, analyzed, and practiced in terms

of their inherent therapeutic characteristics and value in promoting independent development in problem solving skills and media safety.
Prerequisites: OTA 0101, OTA 0104

OTA 0206 **Occupational Therapy Splinting** **Credit 2 (1-2)**
Students will learn basic splinting techniques for a variety of physical disabilities. Emphasis will be on the techniques of splint fabrication from thermoplastic materials. Safety precautions will also be emphasized.
Prerequisites: OTA 0101, OTA 0106, OTA 0107, OTA 0108.

OTA 0208 **Pediatrics for OTA Students** **Credit 3 (3-0)**
Course will review normal and abnormal development with emphasis on occupational therapy intervention. Evaluation techniques will be presented. Occupational therapy treatment planning and techniques will be emphasized.
Prerequisites: OTA 0101

OTA 0210 **Pediatric Programming** **Credit 4 (3-2)**
Students learn fundamentals of pediatric programming. Areas of study include treatment of children with cerebral palsy, head injuries, learning disabilities and other disabling problems. Therapeutic techniques, perceptual-motor facilitation and inhibition techniques are some of the approaches focused upon. Treatment settings such as day care center, school systems and pediatrric rehabilitation are examined.

OTA 0212 **Psychiatric Occupational Therapy** **Credit 4 (3-2)**
Students learn the role of occupational therapy in psychiatry. Class materials include the most common diagnostic categories with emphasis on therapeutic approach including behavioral observation, activity analysis, group function, frames of reference and treatment techniques.
Prerequisite: PSY 0110, PSY 0205

OTA 0215 **Facility Management** **Credit 3 (3-0)**
Course is designed to teach the principles and application of maintenance and management of equipment and supplies as well as the skills essential to administrative functioning. Areas to be focused upon include cost analysis, budget, ordering materials and supplies, medicare-medicaid, scheduling patients, charging, uniform cost report, justification of equipment vs. supplies.
Prerequisites: OTA 0101

OTA 0217 **Occupational Therapy Activity Programming** **Credit 3 (3-0)**
Students will actively design programs for various populations. Materials and experience from previous OTA courses will be utilized. Course will focus on the practical application of therapeutic techniques and emphasize observation, documentation, activity analysis and effective communications.
Prerequisites: OTA 0101, OTA 0106, OTA 0108, OTA 0201, OTA 0202, OTA 0208, OTA 0210, OTA 0212

OTA 0220 **Occupational Therapy — Physical Disabilities Field Placement I** **Credit 8 (0-24)**
Under the supervision of a registered occupational therapist, the OTA student will be required to provide occupational therapy services to a clinical setting for a six-week period. Emphasis will be upon the application of academically acquired knowledge as well as acquisition of additional experience and skills. The student will have the opportunity to develop methods and techniques that will lead to the performance level expected on an entry level OTA.
Prerequisite: Successful completion of all required course work.

OTA 0222 **Occupational Therapy — Psychiatric Affiliation Field Placement II** **Credit 8 (0-24)**
A clinical experience similar to that of OTA 0220 consisting of a six-week session

in a psychiatric clinical setting under the supervision of a registered OTA. A grade of satisfactory/unsatisfactory will be awarded.
Prerequisite: Successful completion of all required course work.

PHM 0105 **Pharmacology (NUR 0105)** **Credit 3 (3-0)**
An introduction course in pharmacotherapeutics. Medication sources, preparations, actions, standards, and names are presented. Emphasis is placed on correct preparation, safe adminsitration, and client's response to medications. Actions and other pharmacologic properties of medications in each classification are presented. Assessment of the client before and after medication administration is stressed. Practice in preparation and steps in administration of oral and parenteral medicine are planned for in the laboratory and the clinical areas.
Prerequisites: MAT 0111

PHM 0150 **Pharmacology (RTH 0150)** **Credit 2 (2-0)**
This course provides an introduction to the medications administered by respiratory care practitioners. Emphasis is placed on the techniques to be observed that will assure safe administration of these agents. A concise overview of drugs relating to respiratory care is also provided.
Prerequisites: BIO 0101, BIO 0115, MAT 0105

PHS 0101 **General Science** **Credit 3 (2-2)**
Study of basic concepts from biological, physical, and natural sciences. Laboratory experiences provide opportunities to develop projects for demonstrating simple science concepts to young children, utilizing materials from nature and simple equipment. Each student will develop a series of projects appropriate for a specific level of development.

PHY 0101 **Physics: Properties of Matter** **Credit 4 (3-2)**
A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course.

PHY 0102 **Physics: Work, Energy, Power** **Credit 4 (3-2)**
Major areas covered in this course are work, energy, and power. Instruction includes such topics as statics, forces, center of gravity and dynamics. Units of measurement and their application are vital parts of this course. A practical approach is used in teaching students the use of essential mathematical formulas.
Prerequisites: PHY 0101, MAT 0101

PME 1100 **Small Engine Repair** **Credit 2 (1-3)**
Upon completion of this course the student should have: (1) demonstrated an understanding of the basic operations of two stroke cycle air cooled engines; (2) demonstrated an understanding of magneto ignition systems; (3) serviced at least two types of ignition systems; (4) demonstrated an understanding of carburetor; (5) serviced at least three types of carburetors; (6) serviced recoil starters. Basic maintenance of small engine equipment will be reviewed.

PME 1101 **Automotive Gas Engines** **Credit 6 (3-9)**
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams, and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing, and repairing.

PME 1102 **Automotive Fuel Systems** **Credit 4 (2-6)**
A thorough study of the fuel system and emission control systems to the au-

tomobile including the fuel pump, fuel tank carburetor, air breather and the various components for the emission control systems. This includes a study of fuels, types of fuel systems, special tools and testing equipment for the fuel system.

PME 1103 **Automotive Electrical Systems** **Credit 8 (4-12)**
This course is a study of the electrical systems of the automobile including the basic systems of the battery and cranking systems, charging system, ignition system, accessories and basic wiring. The student will study the basic electrical test equipment as well as the more sophisticated diagnostic equipment. Safety is stressed in the practical shop applications and factory approved methods of repair.

PME 1104 **Diesel Engines** **Credit 4 (2-6)**
This course is designed for the automotive student who will be confronted with the smaller versions of the diesel engine used in today's automobile. This course deals with the diesel theory of operation, rebuilding and servicing the diesel engine and its components, and studying the fuel and injection systems. Safety and factory approved methods of servicing the automotive diesel will be stressed throughout the course.

POL 0150 **American Government (POL 0250)** **Credit 3 (3-0)**
The purpose of this course is to acquaint the student with the formal institutions of the American political system and their relationships with political parties, interest groups and individual citizens.

PSY 0101 **Principles of Psychology (PSY 0151)** **Credit 3 (3-0)**
An introductory course in behavior which surveys the principles of learning, perception, thinking, biological and psychological motives, feelings and emotions, personality and adjustment. The objectives are to lay the foundation for advanced study in psychology, education, and sociology.

PSY 0105 **Human Growth & Development: Prenatal & Infant** **Credit 3 (3-0)**
A detailed study of the developmental sequence of the prenatal and infant periods with emphasis on influences on and conditions necessary for optimal development.

PSY 0106 **Human Growth & Development: Early Childhood** **Credit 3 (3-0)**
A detailed study of the developmental sequence during the pre-school period ages 2 to 6. Emphasis is given to factors influencing development, the importance of experiences in establishing patterns of behavior, attitudes, interpersonal skills, language usage, and the relationship of early childhood to later realization of potential.

PSY 0107 **Growth and Development-Life Span** **Credit 3 (3-0)**
This developmental course provides the student an opportunity to study human growth and development from conception through death. The course emphasizes the genetic, biological, environmental, and socio-cultural influences on development. Students will learn the different characteristic changes, when they occur, and what causes them to occur during the various stages of growth and development.
Prerequisite: PSY 0101

PSY 0110 **Interpersonal Skills** **Credit 3 (3-0)**
A study of basic principles of human behavior and interpersonal relations and their application to the formation of self management skills, group participation, and appropriate relationships within the working environment.
Prerequisite: PSY 0101

PSY 0201 **Human Growth & Development: Middle Childhood & Adolescence** **Credit 3 (3-0)**
A detailed study of the developmental sequence during middle childhood and adolescence; emphasis is given to environmental and social factors which influence developmental rates, formulation of behavior patterns, and establishing of value systems and interests.

PSY 0205 **Abnormal Psychology** **Credit 3 (3-0)**
An introduction to the dynamics of abnormal psychological behavior including neurosis, psychosis, character disorders, and psychosomatic reactions. The concept of Behavior Modification as a treatment modality will be stressed.
Prerequisite: PSY 0101

PSY 0206 **Applied Psychology** **Credit 3 (3-0)**
A study of the principles of psychology in the understanding of inter-personal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems.

PSY 1101 **Human Relations** **Credit 3 (3-0)**
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.

PTH 0101 **Introduction to Physical Therapy (PTA 0101)** **Credit 5 (3-4-0)**
This course includes an overview of physical therapy as a profession including history, employment settings, health care team relationships, types of treatment and an introduction to the common clinical conditions encountered by the therapist. Topics include selected physical therapy modalities, patient preparation, aseptic care, ethics, and concepts of health and disease. Upon completion, students will be able to explain the role of the assistant and demonstrate competence in basic techniques of patient care.

PTH 0102 **Physical Therapy Procedures I (PTA 0102)** **Credit 5 (3-4-0)**
This course is a continuation of PTA 0101 with detailed study of treatment procedures including physiological principles and techniques involved. Topics include application of hot packs, whirlpool procedures, massage techniques of the back and extremities, intermittent venous compression, paraffin, ultrasound, and patient response to treatment. Upon completion, students will be able to utilize hot packs, whirlpool, IVC, paraffin, ultrasound, and to massage back and extremities safely and appropriately in the laboratory setting.
Prerequisites: PTA 0101, BIO 0101

PTH 0103 **Physical Therapy Procedures II (PTA 0103)** **Credit 5 (3-0-6)**
This course is a continuation of PTA 0102 with an emphasis on applying previously learned procedures within a clinical setting. During carefully planned and closely supervised clinical experiences, students who complete this course should demonstrate acceptable competence in applying procedures learned to date to include: hot packs alone or combined with other modalities; massage techniques; whirlpool procedures; intermittent venous compression; paraffin; ultrasound; transfer activities; and recognizing patient physiological/psychological responses to treatment. The student will be able to express a basic understanding of clinical department operational procedures, specific patient diagnoses being treated, and the interrelationships of health facility department and personnel.
Prerequisites: PTH 0102, BIO 0102

PTH 0110 **Applied Kinesiology (PTA 0110)** **Credit 5 (3-4-0)**
This course provides a study of applied anatomy and kinesiology with emphasis on joint action, function and dysfunction as seen in a rehabilitation facility. Upon

successful completion of FPTA 0110, students will demonstrate an ability to: describe and demonstrate major joint actions; identify the major muscles of these actions, their bony attachments and nerves; measure joint motion using goniometer; demonstrate a working knowledge of muscle testing procedures; and identify topographically bone and muscle locations.
Prerequisites: PTH 0102, BIO 0102

PTH 0201 **Pathophysiological Conditions (PTA 0201)** **Credit 4 (4-0-0)**
This course is designed to present a survey of basic pathology with emphasis on conditions most frequently seen and treated in physical therapy. Topics include basic systems of body, the causes of disease or trauma processes, signs and symptoms, indicated treatment, and possible outcomes of conditions. Upon completion, students will be able to categorize illness and disease, understand basic pathology, identify organ or body systems involved, and explain repair processes.
Prerequisites: PTH 0103, PTH 0110

PTH 0202 **Therapeutic Exercise (PTA 0202)** **Credit 5 (3-4-0)**
This course introduces principles and techniques of basic therapeutic exercises and ambulation as they relate to a variety of pathological conditions. Topics include routine therapeutic exercises, ambulation skills, postural routines, relaxation techniques, joint range of motion, and activities of daily living. Upon completion, students will be able to apply routine therapeutic exercises, fit crutches, walkers, and canes, teach ambulation skills as indicated, identify architectural barriers, and perform goniometric measurement.
Prerequisites: PTH 0103, PTH 0110

PTH 0204 **Physical Therapy Procedures III (PTA 0204)** **Credit 6 (4-4-0)**
This course is a continuation of PTA 0103 with advanced study of selected procedures. Topics include infra red, ultraviolet, pain management by electrical stimulation, cryotherapy, microwave and shortwave diathermy, and the use of adaptive equipment and devices. Upon completion, students will be able to safely apply infra red, ultraviolet, electrical stimulation, cold therapies, diathermy, and use adaptive equipment and devices.
Prerequisites: PTH 0201, PTH 0202

PTH 0205 **Physical Therapy Procedures IV (PTA 0205)** **Credit 7 (3-0-12)**
This course is a continuation of PTA 0204 and emphasizes physical and physiological principles and techniques of application of selected physical therapy measures. Topics include advanced principles and treatment of burns, amputees, cerebrovascular accidents, cerebral palsy, spinal cord injury, and traction. Upon completion of the lecture and clinical portions of this course, the student will be able to demonstrate a moderate degree of proficiency in combining advanced therapeutic skills and modalities.
Prerequisite: PTH 0204, PTH 0211

PTH 0206 **Seminar in Physical Procedures (PTA 0206)** **Credit 3 (3-0-0)**
This course includes seminars in the latest advanced techniques and equipment, allied fields and specialties, and detailed experience in written reports. Topics include pharmacology, pediatrics, extra-departmental experience reports (observing an operation, team conference, etc.), case histories, and guest resource persons. Upon completion, students will be able to discuss the latest information on specialized techniques and equipment in physical therapy and other allied health fields, and to display maturity in writing progress notes.
Prerequisites: PTH 0205, PTH 0215

PTH 0211 **First Aid & Safety (PTA 0211)** **Credit 4 (3-2-0)**
This course is designed to provide knowledge, techniques, and procedures for administering basic first aid assistance, and includes CPR certification. Emphasis is placed on prevention of accidents, identification of emergencies, and proce-

dures to follow in first aid crises. Upon completion, students will be able to perform artifical respiration and cardiopulmonary resuscitation, identify and bandage wounds, and treat for shock, choking, burns, and other emergencies.
Prerequisites: PTH 0201, PTH 0202

PTH 0215 **Community Health & Welfare (PTA 0215)** **Credit 3 (3-0-0)**
This course is designed to survey, identify, and describe various health and welfare resources within the community and includes field trips to selected agencies. Topics include public, private, and voluntary health organizations and their functions, future trends of health care, and basic health problems. Upon completion, students will be able to discuss the functions, resources, and proper utilization of community health agencies and the need for such agencies.

PTH 0248 **Clinical Education I (PTA 0298)** **Credit 6 (0-0-18)**
PTH 0249 **Clinical Education II (PTA 0299)** **Credit 6 (0-0-18)**
This course is designed to place students in a variety of clinical settings for planned learning experiences and practice under supervision for eleven weeks. Emphasis is placed on reinforcement of learned skills during direct patient care and presentation of case studies of patients. Upon completion, students will be able to develop progress reports on patients and function effectively as integral members of the physical therapy team.
Prerequisite: PTH 0205, PTH 0215

RED 0060 **Improving Reading Skills (RED 0100)** **Credit 3 (3-0)**
A developmental reading course designed to improve reading vocabulary and comprehension. It includes specific skills in comprehension, structured vocabulary improvement, pronunciation skills and the study of roots and affixes. The course is informal and personally directed.

RED 0101 **Introduction to Reading** **Credit 2 (2-0)**
This course is designed to inform the students of the background of reading — the definition and history. Included will be the relationship between self concept and learning to read, the physiological aspects of reading, readiness for reading and phonics.

RED 0102 **Methods, Materials, & Techniques of Teaching Reading** **Credit 4 (3-2)**
This course is designed to expose students to the mechanics of reading in word recognition and comprehension. In addition, major methods and techniques of teaching reading in the local system will be emphasized. Lab work for this course will consist of activities, working with individuals and small groups under the direction of the classroom teacher in public schools.
Prerequisite: RED 0101

RLS 0101 **Fundamentals of Real Estate (BUS 0251)** **Credit 6 (6-0)**
This course consists of instruction in fundamental real estate principles and practices, including real estate law, financing, brokerage, closing, valuation, management, and taxation. Also included is instruction on residential building construction, land use, the real estate market, and the North Carolina Real Estate License Law and Rules/Regulations of the North Carolina Real Estate Licensing Board.

RLS 0102 **Real Estate Law (BUS 0252)** **Credit 3 (3-0)**
This course consists of advanced-level instruction in real property ownership and interests, transfer of title to real property, land use controls, real estate brokerage and the law of agency, real estate contracts, landlord and tenant law, mortgages/deeds of trust, property insurance, federal income taxation of real estate, the N.C. Real Estate License Law, Rules/Regulations of the N.C. Real Estate Licensing Board, and the Licensing Board's "Trust Account Guidelines."

COURSE DESCRIPTIONS

RLS 0103 **Real Estate Finance (BUS 0253)** **Credit 3 (3-0)**
This course consists of advanced-level instruction on the major aspects of financing real estate transactions, including sources of mortgage funds, the secondary mortgage market, financing instruments, types of mortgage loans, underwriting mortgage loans, consumer legislation affecting real estate financing, real property valuation, closing real estate sales transactions, and finance mathematics.

RLS 0104 **Appraising the Single Family Residence** **Credit 3 (3-0)**
This course encompasses the fundamentals of single family Real Estate Appraisal. The three basic methods: cost approach, market approach and income approach are thoroughly reviewed and applied through practical exercises. The course also involves field trips to the Stanly County Tax Department, Mapping Department, Register of Deeds, and the Clerk of Court in order to acquaint students with the research and analysis required for the single family residence appraisal.

RSP 0100 **Entry Level Examination Review (RTH 0100)** **Credit 2 (2-0)**
This course is designed to provide the student a comprehensive review of the content areas necessary for successful completion of the **NBRC Entry Level Examination.**

RSP 0101 **Respiratory Therapy Procedures I (RTH 0101)** **Credit 6 (4-4)**
This course is designed as an introduction to respiratory care. Topics include professional associations, the hospital structure, basic patient assessment, aseptic principles and the administraiton of medical gases, aerosol and humidity therapy. An introduction to charting is presented.

RSP 0102 **Respiratory Therapy Procedures II (RTH 0102)** **Credit 4 (2-4)**
This course deals with the techniques for providing proper respiratory care treatment modalities including: chest physical therapy, postural drainage, incentive spirometry and breathing exercises. The techniques and procedures used in pulmonary function studies is also included. Basic cardiac life support will be taught according to the standards of the American Heart Association.
Prerequisites: BIO 0101, ENG 0101, MAT 0105, BIO 0115

RSP 0103 **Respiratory Therapy Procedures III (RTH 0103)** **Credit 6 (4-4)**
An introduction to the theories and techniques of continuous ventilation. Topics include the maintenance of artificial airways including suctioning, indications, ABG's, and physiological considerations involved in the care of ventilator patients. Appropriate equipment selection, techniques, and physiological effects of mode selection, PEEP, expiratory resistance, inspiratory hold and high frequency ventilation will be emphasized.
Prerequisites: BIO 0102

RSP 0104 **Pathology (RTH 0104)** **Credit 3 (3-0)**
This course is designed to introduce the student to the study of disease processes in the human body. Emphasis will be placed upon the cause, pathogenesis, occurrence, and prognosis of common human diseases.
Prerequisites: BIO 0101

RSP 0120 **Pediatrics (RTH 0152)** **Credit 2 (2-0)**
An introduction to pediatric and neonatal anatomy, physiology, and disease processes. Ventilator care and management will be stressed along with different modes of therapy used in pediatrics.
Prerequisites: BIO 0101, BIO 0102, BIO 0115

RSP 0124 **Cardiopulmonary Pathophysiology (RTH 0162)** **Credit 4 (3-2)**
This course will provide an in-depth study of the physiology of the cardio-respiratory system with emphasis on hemodynamic principles. Nutrition, fluid balance,

renal physiology and concepts of advanced cardiac life support are presented. Special diagnostic testing and procedures are also discussed.
Prerequisites: PHM 0150

RSP 0121 **Clinical Practice I (RTH 0181)** **Credit 3 (0-0-9)**
This course will provide the student with an opportunity to apply the techniques of aerosol, humidity, and medical gas therapy in a clinical situation with proper supervision. Chest X-ray interpretation is introduced.
Prerequisites: BIO 0101, BIO 0115

RSP 0122 **Clinical Practice II (RTH 0182)** **Credit 5 (0-0-15)**
This course will provide the students an opportunity to apply the techniques of IPPB, chest physiotherapy, pulmonary function studies, and chest x-ray and arterial blood gas analysis in a clinical situation with proper supervision.
Prerequisites: BIO 0102

RSP 0123 **Clinical Practice III (RTH 0183)** **Credit 8 (0-0-24)**
This course provides the student an opportunity for an intensive application of respiratory therapy to specific areas of the hospital such as the neonatal intensive care, medical surgical intensive care, respiratory intensive care, cardiac and cardiovascular intensive cares. Physician rounds will also be included.

RSP 0200 **Registry Review (RTH 0200)** **Credit 2 (2-0)**
This course will attempt to prepare students to take the National Board Exams. Major topics will include proper presentation skills for patient care presentations, studying skills, test-taking skills, test content and examination outlines. The student will practice taking written, oral and clinical simulation exams.

RSP 0210 **Mechanical Ventilation I (RTH 0258)** **Credit 4 (3-2)**
This course is an in-depth study of the mechanisms and hazards of mechanical ventilation. Modifications of therapy according to physiological parameters disease states are stressed.

RSP 0211 **Mechanical Ventilation II (RTH 0259)** **Credit 4 (3-2)**
A continuation of RTH 0258. Advanced procedures and theories relating to mechanical ventilation emphasizing interpretation and application of physiological monitoring, fluid and electrolyte balance, airway management, weaning, and ABG.

RSP 0212 **Pulmonary Functions (RTH 0272)** **Credit 2 (1-2)**
Mechanics and interpretation of pulmonary function will include body plethysmography, planimetry and bedside screening. Diffusion study techniques, isoflows and Vmax 50 are discussed. Topics also included are blood gas quality control and equipment for testing.
Prerequisite: Program Director approval

RSP 0213 **Organization and Administration (RTH 0276)** **Credit 2 (2-0)**
A study in planning, organizing, directing, and controlling a respiratory care/cardiopulmonary department. Record keeping, charting, and personnel management will be covered. The student may undertake actual management responsibilities during the course.

RSP 0220 **Pediatrics II (RTH 0270)** **Credit 3 (2-2)**
An in-depth study of neonatal and pediatric physiology, mechanical ventilation, disease processes, evaluation and care of the pediatric patient is presented.

RSP 0221 **Clinical Practice IV (RTH 0284)** **Credit 5 (0-0-15)**
Under supervision, the student will apply and practice the techniques of mechanical ventilation and emergency respiratory support measures as required in various

hospital settings and demonstrate clinical competence. Emphasis will be in intensive care, physician rounds, special procedures and differential diagnostic procedures. Skills of respiratory physical assessment and diagnostic interpretation will be emphasized.

RSP 0222 **Clinical Practice V (RTH 0285)** **Credit 6 (0-0-18)**
This clinical experience is designed to cover the total aspects of respiratory care for the acute and chronically ill adult or neonatae. Skills in respiratory physical assessment and diagnostics are redefined. Management skills are surveyed.

RSP 0223 **Clinical Practice VI (RTH 0286)** **Credit 6 (0-0-18)**
A continuation of RTH 0285. The student will practice and become proficient in all respiratory care modalities in critical care settings.

SAF 0120 **First Aid (HED 0120)** **Credit 2 (2-0)**
A study of health and safety practices necessary for work with young children and a study of first aid practices.

SOC 0102 **Principles of Sociology** **Credit 3 (3-0)**
Includes the principles of sociology and culture, collective behavior, community life, social institutions and social change; study of man's behavior in relation to other men, the general laws affecting the organization of such relationships and the effects of social life on human personality and behavior.

SOC 0103 **Principles of Dynamic Leadership** **Credit 3 (3-0)**
Leadership philosophies, principles, and techniques will be analyzed in relation to the requirement of the contemporary leader of the '90s. Students will review personality traits as well as the complex relationship of intersecting variables and come to realize that leadership is a process rather than a single act or event. Major variables for study are: (1) Characteristics of the leader (2) Characteristics of the followers (3) Characteristics of the organization (4) The social, economic and political milleu. Leadership theories of McGreggor and Drucker will be analyzed as well as the 15th century principles of Machiavelli, the dedication and charisma of India's Ghandi, the mania of Hitler and the indoctrination and persistence of China's Mao. From this study the student will come to recognize his or her leadership style, be exposed to successful leadership techniques and principles to be employed in their work situation, and understand the complex interaction of leadership variables.

SOC 0128 **Community Resources** **Credit 3 (3-0)**
An overall view of community, state and national resource and service agencies, designed to assist families, children or individuals within the community.

SOC 0204 **Social Psychology for the Health Services** **Credit 3 (3-0)**
This course is designed to assist biomedical students in building meaningful human relationships and to help make the adjustments necessary to develop a satisfactory work situation. The fields of adjustment to be considered are: work environment, group interpersonal relationships, and personal involvement. Psychologically, students will be concerned with attitudes, frustrations, causation of behavior, motivation, individual differences, and job satisfaction. Sociologically, students will consider status, culture, role, communication, social systems, and the human relationship approach to others. They will be encouraged to see their own personalities in relation to our culture and society.

SOC 0211 **Marriage and Family** **Credit 3 (3-0)**
A practical consideration and discussion of the factors leading to successful marital adjustment; attention is given to the period from early dating to marriage, the coming of children, and the problems of child rearing. The course also deals with sex adjustment, in-law relationships, religion, and money management.

SPA 0101 **Beginning Spanish** **Credit 3 (3-0)**
For the student with little or no previous instruction in Spanish. The student will be able to understand, speak, read, and write, in that order, the most elementary Spanish. Emphasis is on correct pronunciation; the use of Spanish in class; and the active practice of words dealing with everyday situations, the classroom, seasons of the year, the human body and clothing, and jobs.

SPA 0102 **Intermediate Spanish** **Credit 3 (3-0)**
A systematic review of Spanish grammar in conjunction with increased emphasis upon reading comprehension and writing skills. Readings include Spanish texts concerning Spanish civilization and culture.

SPH 0204 **Oral Communications (ENG 0204)** **Credit 3 (3-0)**
Designed to give practical experience in organizing oral presentations to inform, persuade, and demonstrate. Course content will also include pronunciation of difficult words, discussion of topics for conversation, and job interviewing skills. Common spoken grammar and word usage problems, as well as such other appropriate oral communication skill areas as conducting meeting, body language, oral reading, and participating in panel discussions, will be reviewed.

SSC 0103 **Organizations and the Parliamentary Process (SSC 0303)** **Credit 3 (3-0)**
This course is a review of organizations to which people may join and a study of the rules of parliamentary procedures which allow such groups to make decisions in an orderly manner. This part of the course emphasizes the duties of the presiding person and the rights of the individual members. Civic, religious, political, professional, sports, military, and academic organizations are discussed. WORLD ALMANAC and ROBERT'S RULES OF ORDER are the required texts.

WLD 0120 **Welding, Oxyacetylene** **Credit 2 (1-2)**
An introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, and assembly units. Covers welding procedures such as practice in puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead positions, brazing, and hard and soft soldering. Safety procedures in the use of tools and equipment are stressed through the program of instruction. The student performs mechanical testing and inspection to determine quality of the welds.

WLD 0121 **Arc Welding** **Credit 3 (1-4)**
A study of the operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect weaknesses in welding. Safety procedures in the use of tools and equipment are emphasized throughout the course.

WLD 1101 **Basic Gas Welding** **Credit 2 (1-3)**
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver-soldering, and flame cutting methods applicable to mechanical repair work.

WLD 1102 **Basic Arc Welding** **Credit 2 (1-3)**
Students are made aware of welding heats, polarities and electrodes for uses in joining various metal alloys by the arc welding process. Procedures such as welding different types of joints are practiced. Safety procedures are emphasized throughout the course.
Prerequisite: WLD 1101

COURSE DESCRIPTIONS

WLD 1103 Welding **Credit 1 (0-3)**
The various processes used for joining materials by welding are disccussed. Lecture demonstrations and practice cover the oxyacetylene and arc welding processes, filler metals used, gases, currents, weldability of metals. Instruction is given in the set-up and safe operation of oxyacetylene welding apparatus. Students prepare joints by both hand and machine cutting with the oxyacetylene torch.

WLD 1105 Automotive Body Welding **Credit 4 (2-6)**
Welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods and deck lids. Students run beads and do butt and fillet welding. Performs tests to detect strength and weaknesses of welded joints. There are two types of welding used — gas-shield arc welding and oxyacetylene welding. Safety procedures are extremely emphasized throughout the course.
Prerequisite: WLD 1101

WLD 1122 Commercial and Industrial Practices **Credit 6 (3-9)**
Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection.
Prerequisites: WLD 1141 and WLD 1142

WLD 1122A Commercial and Industrial Practices **Credit 3 (2-3)**
Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size, shape and procedures necessary to build the product. Actual projects are built in many cases. Continued emphasis on safety and sound work habits.

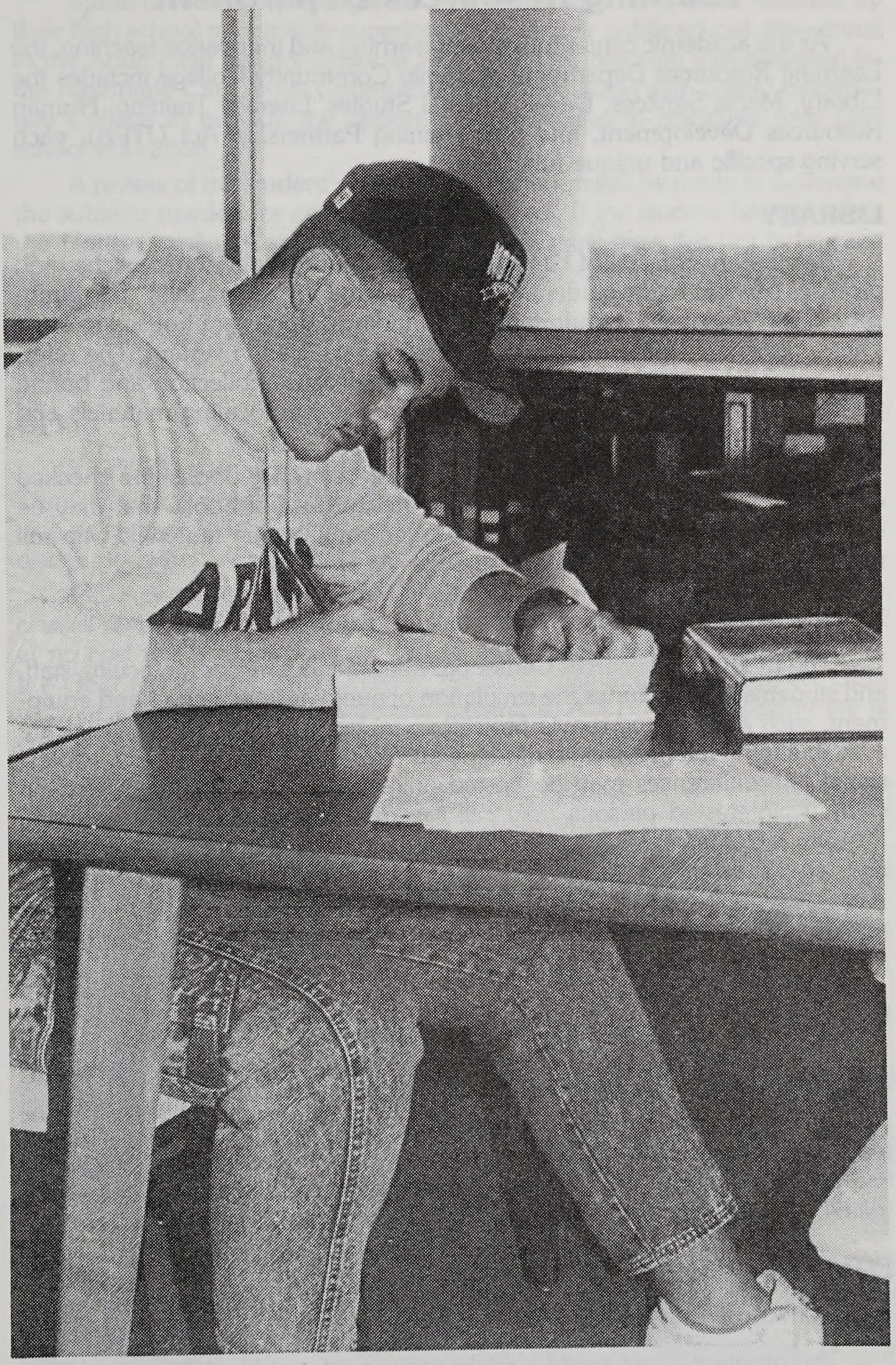
WLD 1122B Commercial and Industrial Practices **Credit 3 (1-6)**
A continuation of WLD 1122A with emphasis placed on maintenance, repair of broken parts, special welding applications, field welding, nondestructive testing and inspection. Safety in the "non-shop" setting is also taught.

WLD 1141 Beginning Welding I **Credit 10 (5-15)**
Introduction to the history of oxyacetylene and arc welding. The principles of welding and cutting, nomenclature of the equipment, assembly of unit. the operation of various AC transformers, AC and DC rectifiers, and DC motor generator arc welding units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead positions, and the cutting of straight lines with the torch. Safety procedures are stressed throughout the program.

WLD 1141A Beginning Welding I — Part A **Credit 5 (3-6)**
An introduction to the history of oxyacetylene and arc welding. Principles of oxyacetylene welding and applications are taught and students develop and demonstrate proficiency in application. Brazing and cutting skills are also developed. Personal safety and safe work habits are stressed.

WLD 1141B Beginning Welding I — Part B **Credit 5 (2-9)**
A continuation of WLD 1141A but with emphasis on arc welding skills. Students are taught applications of AC and DC welders and apply skills that are taught. Various types of welds and welding in different positions are stressed throughout the course. Safety practices are taught and practiced.

Learning Resources Department



Learning Resources Department

As the academic center for student learning and innovative teaching, the Learning Resources Department at Stanly Community College includes the Library, Media Services, Developmental Studies, Literacy Training, Human Resources Development, and Job Training Partnership Act (JTPA), each serving specific and unique functions.

LIBRARY

The library consists of books, periodicals, journals, and microfiche; and provides services to the student body, faculty and the community. The atmosphere is pleasant with comfortable surroundings. Books are housed in open stacks, arranged by the Library of Congress classification system. The reference room is a separate room housing the reference collection and bound periodicals. Professional staff is available to assist in locating materials and providing information.

Books, with the exception of reserve and reference books, are checked out for two weeks. There is no limit to the number of books that may be checked out by a patron. A fine is charged for overdue materials with full replacement value charged for lost books.

MEDIA SERVICES

The Learning Resources Center provides media services for faculty, staff, and students. This includes the circulation of audiovisual materials and equipment, such as slide and movie projectors, monitors and VCRs. Facilities are available for video preview, audio-tape and transparency production. Professional teleconferences may be hosted utilizing the satellite dish located on campus. Interested persons may call the media specialist in the Learning Resources Center when they receive information concerning a teleconference and request an on-campus showing of their conference.

Computers and typewriters are located in the Learning Resources Center for student use. In addition, there is a microfilm and microfiche reader-printer in the library.

DEVELOPMENTAL STUDIES

Students are placed into developmental studies as a result of placement testing or voluntary enrollment. The developmental classes afford students an opportunity to learn or review the basic skills of grammar, reading, and math in a non-threatening atmosphere. Instruction is personal, self-paced, and non-competitive. Students needing academic skills improved before enrolling into degreed programs will benefit from Developmental Studies.

LITERACY PROGRAMS

Adult High School Diploma Program

This program is designed for adults of all ages to enable them to complete their high school credits.

Students between the ages of 16 and 18 who have been released by their high school principal or superintendent of their public school, may enroll in the Adult High School Diploma Program. This program was designed by the Albemarle City/Stanly County Boards of Education with Stanly Community College to provide the opportunity for citizens to complete their high school education.

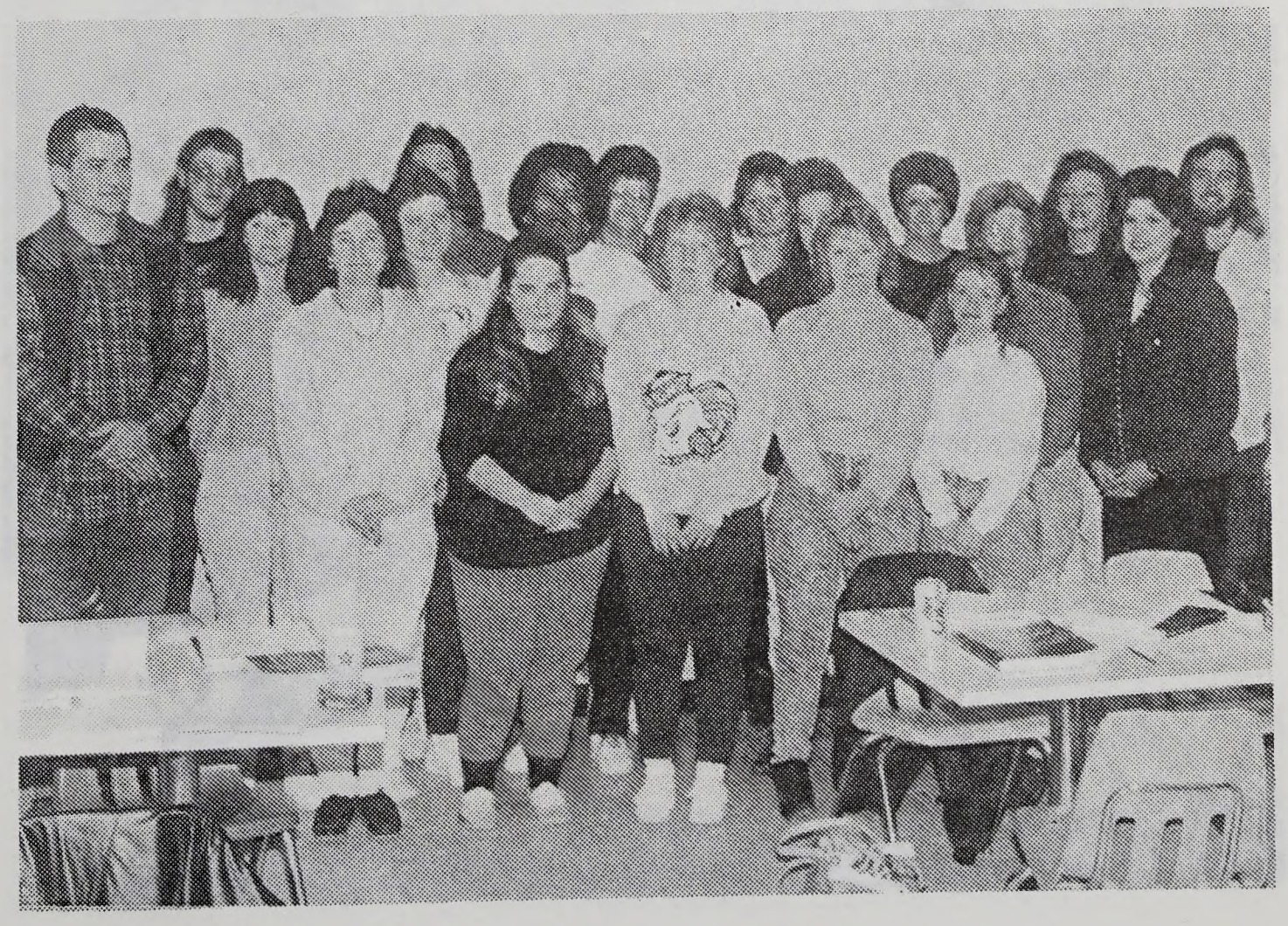
A review of the student's high school transcript will be made to determine the subjects needed for completing high school. If the student has not taken the North Carolina Competency Test, he/she must pass this test before the diploma will be awarded by Stanly Community College and the Albemarle or Stanly County Schools.

There is no registration fee; adults may enroll by contacting the Adult High School Diploma Program on campus.

GED

The GED is an alternative to the traditional diploma of public education. The GED is a five-part exam plus an essay testing for the student's competencies, as compared to national norms. Persons under the age of 18 are strongly discouraged from enrolling in the GED program.

GED prep classes are offered on campus and in the community. The classes review and teach all five subject areas on the GED and are provided at no cost to the student. A pre-test to determine a student's ability to pass the GED test is given in the classes. No adult may attempt to take the GED without first taking the pre-test and passing it. A $7.50 GED testing fee is charged to each student taking the test.



LEARNING RESOURCES CENTER

ABE

The college provides training in math, reading, and writing for adults who do not possess these basic skills or for those who wish to improve their basic skills. Adults who cannot read are enrolled in the ABE program where educational skills range from 0 to the eighth-grade level.

No registration fee is required for these courses; and instructional materials are provided free of charge to the student.

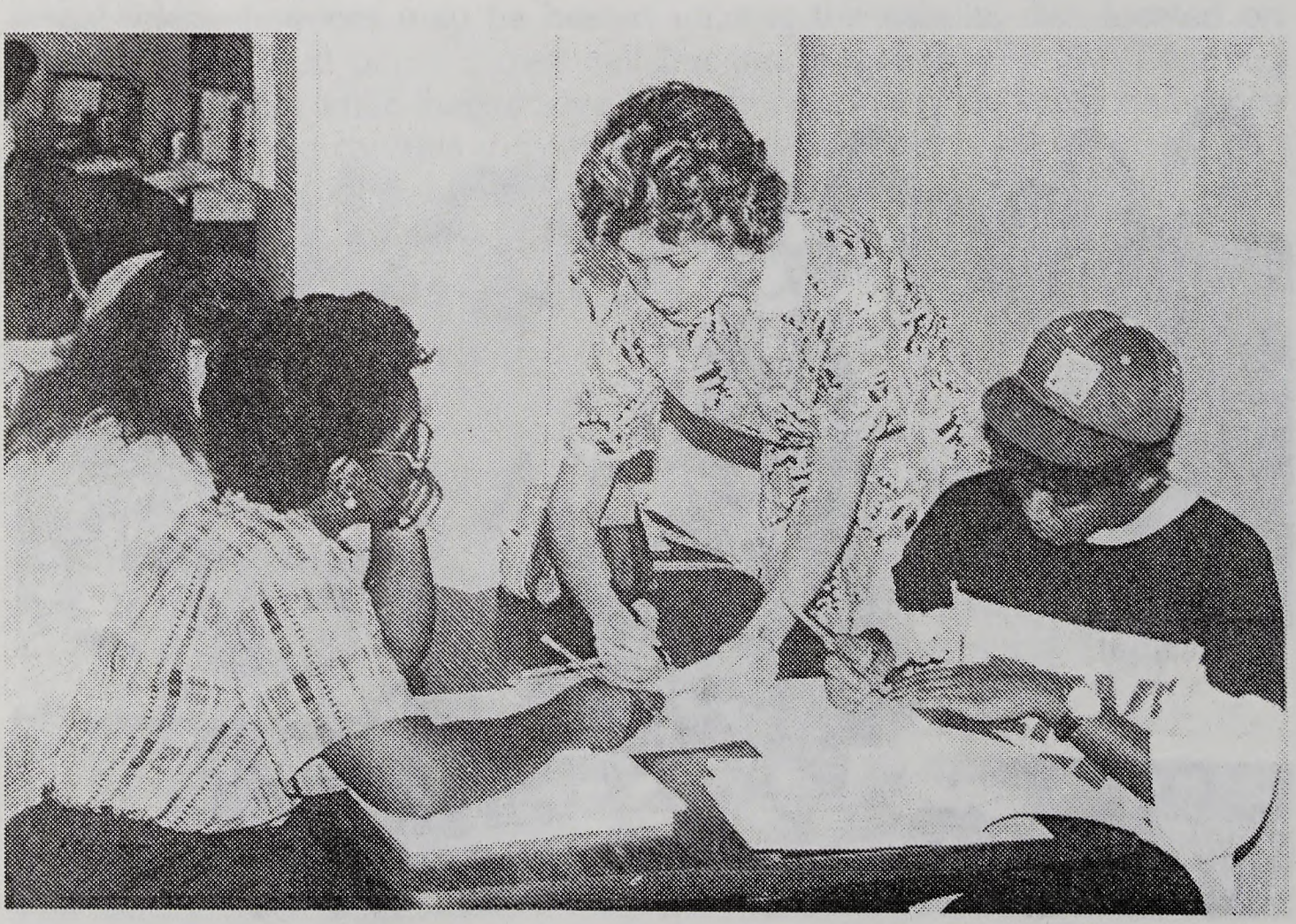
HUMAN RESOURCES DEVELOPMENT (HRD)

The HRD program provides structured job counseling, training and job placement assistance in permanent employment, or further educational training for chronically unemployed or underemployed adults. Classroom topics discussed are: communication skills for getting and keeping a job, understanding behavior patterns of one's self and others, recognizing personal assets and limitations, and how to solve work related problems.

Interested persons may contact the HRD program on campus for class starting dates.

JOB TRAINING PARTNERSHIP ACT (JTPA)

JTPA programs assist economically disadvantaged adults with financial obligations incurred as a result of returning to school. Students enrolled in literacy programs, HRD, or a large number of curriculum programs at the College may be eligible for tuition, books, or travel expenses paid through JTPA. Adults who feel they may be eligible should call the Learning Resources Department for more information.



Continuing Education

CONTINUING EDUCATION

DIVISION OF CONTINUING EDUCATION

GENERAL INFORMATION

An important function of Stanly Community College is to provide courses for the continuing education of adults. The development of these courses is based upon the needs and interests of the professional, business, industry, and civic communities.

Continuing Education promotes the concept of lifelong learning, by providing meaningful educational experiences that will help adults meet occupational and professional goals and fulfill social and personal needs. Courses and programs offered allow adults to achieve their fullest potential in our everchanging world of knowledge, skill and understanding. The diversity of these programs ranges from vocational and technical upgrading to cultural and personal enrichment.

CLASS LOCATIONS

Many of these classes are held on the Stanly Community College campus, others are conducted or may be organized in surrounding communities or within particular businesses or industries throughout Stanly County.

ADMISSION

Admission to continuing education classes is open to individuals 18 years of age or older. Individuals less than 18 years old who are high school graduates or whose high school class has graduated may also enroll in continuing education courses. High school juniors and seniors, sixteen years of age and older, may enroll with permission from high school officials. Most courses taught through Continuing Education require no formal education requirements. Anyone interested in attending any Continuing Education course may pre-register by visiting the college or attending the first class meeting. Applicants are accepted on a "first-come, first-served" basis.

FEES

Registration Fees vary with the type of course offered. Fees are announced in the course schedule which is published in May, August, November, and February. The registration fee is waived for persons 65 years of age or older.

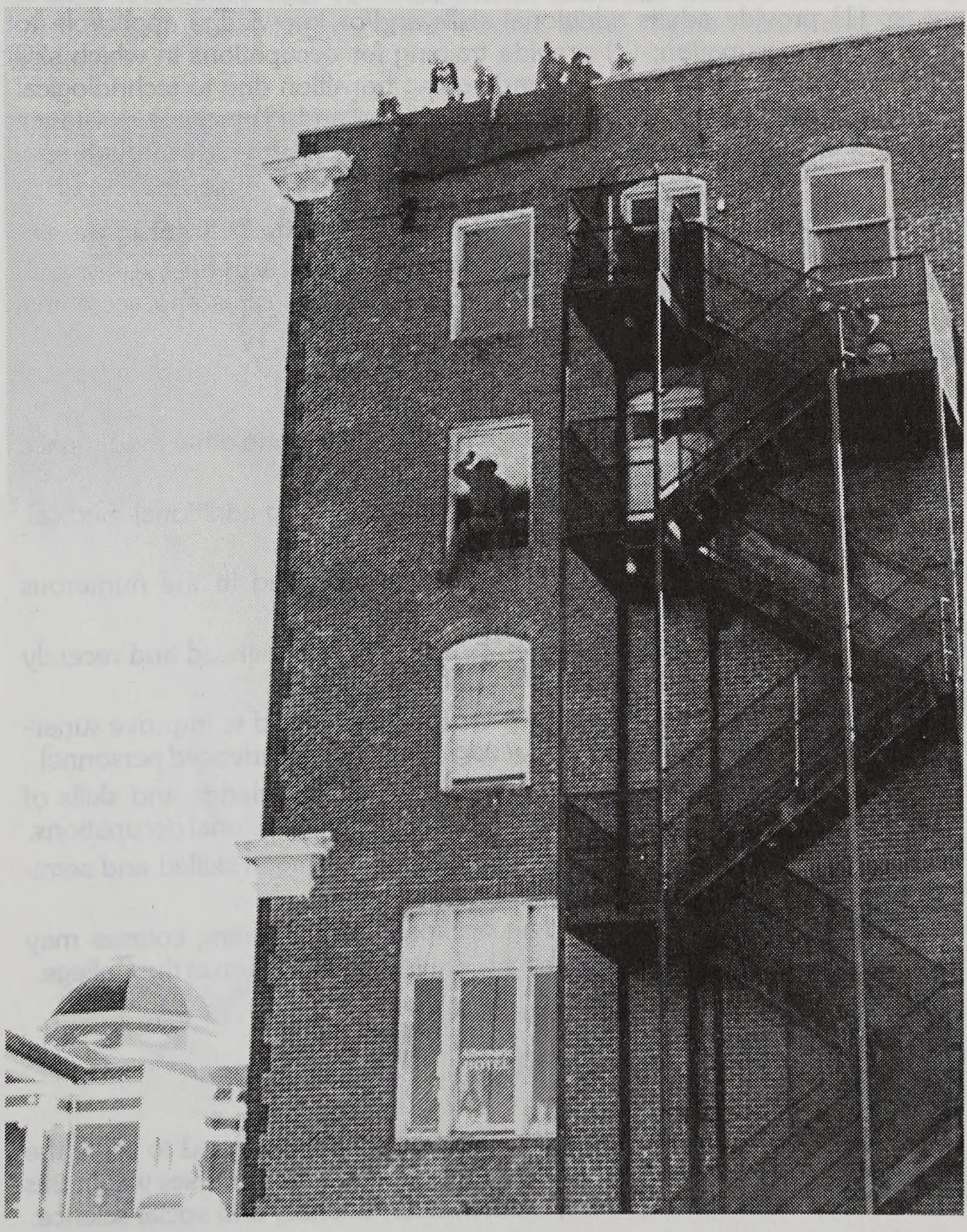
Other costs in Continuing Education classes may include textbooks and/or equipment and tools. In a limited number of self-supporting classes and seminars, special fees may be charged.

MINIMUM ENROLLMENT REQUIRED

Normally, a course may be offered when a minimum number of persons enroll for the subject. The College reserves the right to cancel any course when an insufficient number of people register.

CONTINUING EDUCATION UNITS (C.E.U.)

The Southern Association of Colleges and Schools, of which Stanly Community College is an accredited member, has recommended that the Continuing Education Unit (C.E.U.) be used as the basic instrument of measurement for an individual's participation in non-credit classes, courses and programs. One C.E.U. is defined as ten contact hours of participation in an organized continuing education class. Continuing Education Units are offered for courses that are applicable to professional certification, license renewal, and many professional and occupational courses.



CONTINUING EDUCATION

CLASS HOURS

Continuing Education classes are normally offered one or two evenings per week for ten or eleven weeks. Class hours vary from one to eight hours per day or evening. Special programs may be scheduled at the convenience of the participants and the College.

OCCUPATIONAL COURSES

Stanly Community College offers many vocational, technical and business courses in Continuing Education. The primary objectives of these courses are to: (1) provide adults additional skills and/or knowledge applicable to their present occupation; (2) provide training for occupations in which skill and knowledge requirements are undergoing transition due to technological advances in equipment, materials and machines; and (3) provide assistance to area business and industry in meeting their required needs through specialized courses.

Occupational courses are available in each of the following areas:

Business and Management: available to a wide variety of business organizations and for those in administrative, management, sales and secretarial occupations.

Fire Service Training: offered in firefighting techniques for members of municipal, volunteer and industrial fire brigades.

Food Service: offered for school lunchroom managers and other food service employees.

Health Occupational: established for persons seeking additional medical, allied health, and nursing knowledge and skills.

Hospitality Training: available for persons employed in the numerous service occupations.

Law Enforcement: designed for upgrading both experienced and recently employed police and law enforcement officials.

Management and Supervisory Development: offered to improve supervisory and management techniques for beginning and experienced personnel.

Technical Courses: available for upgrading the knowledge and skills of persons working in the numerous technical and para-professional occupations.

Vocational Upgrading: designed for persons working in skilled and semi-skilled occupations.

Additional information regarding occupational upgrading courses may be obtained by contacting the Division of Continuing Education at the College.

COMMUNITY SERVICE

Academic Extension Program

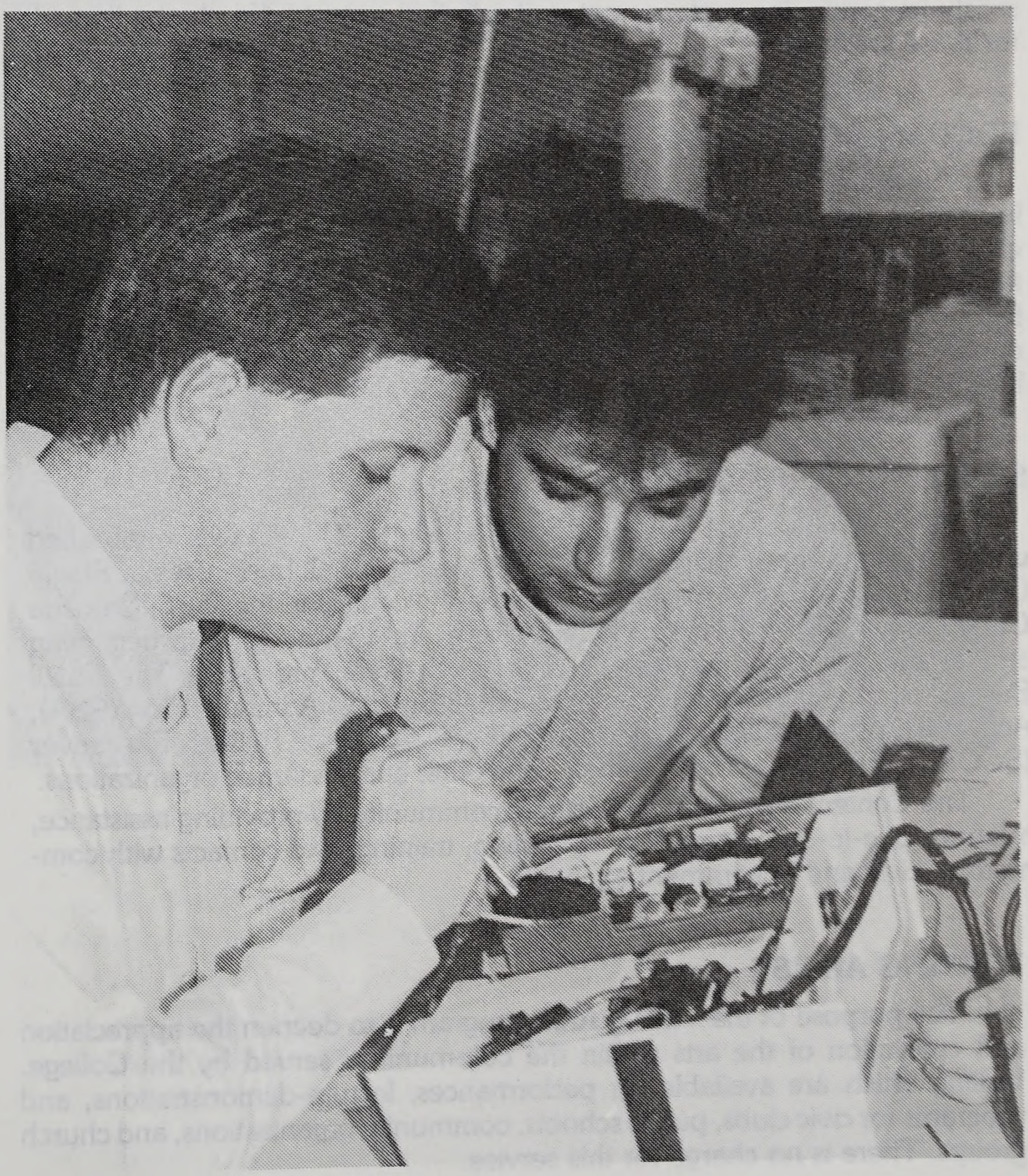
This program consists of single courses which are designed to serve the academic educational needs of adult citizens. Examples of courses within this program may include humanities, mathematics, science, and social science.

Avocational Extension Program

This program consists of single courses which focus on an individual's personal or leisure needs rather than his/her occupation, profession, or employment. Examples of courses in this program may include crafts, oil painting, needle crafts, and tole painting.

Practical Skills Extension Program

This program consists of single courses which are designed to provide practical training for persons pursuing additional skills. These are not considered to be their major or primary vocations but may supplement income or may reasonably lead to employment. Examples include basic clothing construction, crocheting, economy buying, small engine repair, and woodworking.



CONTINUING EDUCATION

NEW AND EXPANDING INDUSTRY TRAINING

One of the basic objectives of Stanly Community College is to stimulate the creating of more challenging and rewarding jobs for the citizens of our area by providing a customized training service to new and expanding industries.

Subject to minimal limitation, this college, in cooperation with the Industrial Service Division, Department of Community Colleges, will design and administer a special program for training the personnel required by any new or expanding industry, thereby creating new employment opportunities in North Carolina.

The purpose of this service is to assist a new or expanding industry to meet its immediate personnel needs while concurrently encouraging each industry to develop a long-range training program of its own designed to satisfy its continuing replacement and retraining needs. No charge is made for these services.

FOCUSED INDUSTRIAL TRAINING

The primary purpose of this program is to provide skill training to persons in manufacturing occupations. Focused Industrial Training courses may be either curriculum (credit) or extension (non-credit). One primary benefit of the Focused Industrial Training Program is that training can be done for as few as three or four students. Classes may be held either on campus or on-site. Existing courses may be used or new ones developed, whichever best meets the needs of the students.

SMALL BUSINESS CENTER

Stanly Community College's Small Business Center was established under a state grant in October 1984. It serves the small businesses of Stanly County and is part of a growing network of fifty centers in the North Carolina Community College system. These facilities are charted to help beginning and established entrepreneurs become and remain profitable. The Small Business Center works closely with the Small Business Administration (SBA), Active Corps of Executives (ACE), Service Corps of Retired Executives (SCORE), the Chamber of Commerce and other business/trade organizations.

The Center helps the local business community by providing assistance, referrals, one-to-one counseling, education, training, and contacts with commercial, civic and government agencies.

VISITING ARTIST

The purpose of the Visiting Artist program is to deepen the appreciation and cultivation of the arts within the communities served by the College. Visiting artists are available for performances, lecture-demonstrations, and programs for civic clubs, public schools, community organizations, and church groups. There is no charge for this service.

People

PEOPLE

STATE ADMINISTRATION

William F. Simpson ..... Chairman, State Board of Community Colleges
Robert W. Scott .... Sustem President, Department of Community Colleges
Dr. Edward H. Wilson, Jr. ..... Executive Vice President
Department of Community Colleges

BOARD OF TRUSTEES

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Annie Ruth Kelley
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J. R. Parker
Dwight Smith
Ed Underwood
Douglas Waddell
Dr. H. T. Webb

FACULTY AND STAFF

Sherry Allen ..... Director for Auxiliary Services and Purchasing
A.A.S. Stanly Community College
B.S. Gardner-Webb College

Bernard Almond ..... Director of Physical Plant
A.A.S. Anson Community College

Gail Almond ..... Bookstore and Purchasing Clerk
A.A.S. Stanly Community College
B.S. Gardner-Webb College

Brenda Barbee ..... Prime Computer Systems Administrator
A.A.S. Stanly Community College

Louise Barbee ..... Cashier

McChord Barbee ..... Instructor — Auto Mechanics

Stephen C. Barker ..... Program Head/Instructor Mechanical Drafting and Design Technology
B.S. Appalachian State University
M.S. North Carolina A and T State University

Sarah Barnett ..... Receptionist and Secretary

Ron Barrier ..... Program Head/Instructor Biomedical Equipment Technology
A.A.S. Rowan Technical College

Max Boylen ..... Program Head/Instructor Criminal Justice — Protective Services Technology
A.A.S. Davidson Community College
B.S. UNC-Charlotte
M.A. UNC-Charlotte

Pam Brafford ..... **Assistant to the Director of Planning and Resource Development**

Jean Burris ..... **Maintenance**

Dianne Burton ..... **Director of Records and Statistical Data**
Graduate Evans Business College
A.A.S. Stanly Community College
B.S. Gardner-Webb

Barbara Byrd ..... **Program Head/Instructor Administrative Office Technology**
B.S. Georgia State College for Women
M.S. University of Tennessee

Rita Chrane ..... **Instructor — Administrative Office Technology**
A.B.A. South Plains Junior College
B.B.A. West Texas State University
M.B.A. West Texas State University

Tom Chrane ..... **Program Head/Instructor**
A.A.S. Central Texas College **Computer Engineering Technology**

Doug Clayton ..... **Maintenance**

Charles Cosgrove ..... **Director — Small Business Center**
A.A. Essex Community College
B.S. Morgan State College
M.S. Florida International University

Jan J. Crawford ..... **President**
B.A. UNC-Chapel Hill
J.D. UNC-Chapel Hill

Tammy Pickler Crump ..... **Program Head/Instructor**
Diploma Stanly Community College **Respiratory Care Technology**
A.A.S. CPCC
B.S. Appalachian State University

Sharon Cupples ..... **Instructor**
B.S. UNC-Charlotte **Development Studies**
Developmental Education Specialist Certificate, Kellogg Institute — ASU

Tamy Curlee ..... **Instructor, Business Computer Programming**
A.A.S. Stanly Community College

Marcia Daniel ..... **Dean of Learning Resources**
B.A. Pfeiffer College
M.S. North Carolina A&T State University

Eddie Davis ..... **Maintenance**

Tanya Davis ..... **Records Technician**

Kenneth Elmore ..... **Librarian**
B.A. High Point College
M.S./M.Ed. UNC-Chapel Hill
M.A. UNC-Greensboro
Ph.D. UNC-Chapel Hill

Jerry Eidens ..... **Program Head/Instructor Physical Therapist Assistant**
B.S. Cornell University
M.S. Duke University

Colleen Ferebee ..... **Registrar**
A.A. Harford Community College
B.S. Limestone College

Iris Y. Fisher ..... **Vice President for Student Development**
B.S. Pfeiffer College
M.A. Appalachian State University

Kathy Gardner ..... **Coordinator/Instructor Adult High School Program**
B.A. UNCC

Jane Gillespie ..... **Evening Receptionist and Secretary**
Evans Business College
A.A.S. Stanly Community College

Nancy Glover ..... **Program Head/Instructor Occupational Therapy Assistant**
M.S. Virginia Commonwealth University
B.A. Queens College

Ruth Goodwin ..... **Instructor — English**
B.S. East Carolina University
M.Ed. East Carolina University

Andrea Hardy ..... **Recruiter/Instructor Basic Skills**
B.S. Western Carolina University

Crystal Harkey ..... **Secretary — Planning and Resource Development**
B.A. UNC-Charlotte

Debra Harwood ..... **Computer Operator/Accounts Payable**
B.S. Wingate College

Daniel Hazlett ..... **Instructor — English**
B.S. Concord College
M.A. Marshall University

Oren Hill ..... **Instructor — Science**
B.S. Wake Forest University
M.S. Appalachian State University
Ph.D. Columbia Pacific University

Gene Hinson ..... **Chairperson — Business Department**
Program Head/Instructor — Business Administration
B.S. Pfeiffer College
M.A. Appalachian State University

Kay Hinson ..... **Computer Operator**
A.A.S. Stanly Community College
B.S. Gardner-Webb College

Ronnie Hinson ..... **Director of Admissions and Placement**
B.S. The Citadel

Linda Honeycutt ..... **Accounting Clerk**
Diploma — Arnold Business College **Assistant Computer Operator**

Joan Hoover ..... **Instructor/Clinical Coordinator**
B.S.N. American International College **Nursing Department**
M.S. University of Connecticut

Oron Huneycutt ..... **Program Head/Instructor**
Automotive Mechanics
Diploma Central Piedmont Community College
A.A.S. Central Piedmont Community College

Otis Huneycutt ..... **Maintenance**

Pauline Jackson ..... **Assessment and Retention Specialist**
B.S. Barber Scotia College **Basic Skills**

Mitzi Johnson ..... **Instructor — Nursing Department**
B.S.N. UNC-Chapel Hill
M.S.N. UNC-Chapel Hill

Donna Kimrey ..... **Computer Operator/Payroll**
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B.S. Gardner-Webb College

Ann Kiser ..... **Assistant to the President**

Mary Ann Laney ..... **Instructor — Nursing Department**
M.S.N. Wayne State University
B.S.N. Mercy College of Detroit

Edna Lipe-Harkey ..... **Program Head/Instructor**
B.S. UNC-Greensboro **Marketing and Retailing Technology**

Alice Litteer ..... **Director for Accounting Affairs**
and Special Funds

Donnie N. Lowder ..... **Vice President for Fiscal Services**
A.A. Central Piedmont Community College
B.A. Shaw University
M.A. Appalachian State University
College Business Management — University of Kentucky

PEOPLE

Mark Lowder ..... **Maintenance**

Charles Lunsford ..... **Program Head/Instructor Auto Body Repair**
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Nan Martin ..... **Instructor — Occupational Therapy Assistant**
B.S. East Carolina University

Sue McIntyre ..... **Instructor — Business Administration**
B.A. Accounting, Pfeiffer College
M.B.A. Pfeiffer College

Minaxi Mehta ..... **Instructor — Respiratory Therapy Assistant**
A.A.S. Central Piedmont Community College
B.S. Medical University of South Carolina

Charles Wesley Misenheimer ..... **Instructor — Industrial Electronics**
A.A.S. Stanly Community College

Charlotte Morris ..... **Director of Planning and Resource Development**
B.A. UNC-Charlotte
M.Ed. UNC-Charlotte
C.A.S. Administration and Supervision UNC Charlotte
M.B.A. Pfeiffer College

Robin Morris ..... **Instructor — Physical Therapy Assistant**
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Drucie Moss ..... **Instructor — Business Administration**
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M.B.A. Atlanta University

Barbara Moylan ..... **Administrative Assistant to the Dean for Continuing Education**

Ronnie Nash ..... **Maintenance**

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M.Ed. UNC-Charlotte

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B.A. UNC-Chapel Hill
M.A. UNC-Chapel Hill

Doris Parks ..... **Secretary — Student Development**

Lawrence Paul ..... **Maintenance**
Diploma Stanly Community College

Bill Randall ..... **Media Specialist**
B.S. Indiana University
M.S. Appalachian State University

Pat Reid ..... **Secretary — Continuing Education**
Diploma King's Business College

Carol Richardson ..... **Program Head/Instructor Cosmetology**
Diploma D'mar College of Cosmetology

Lisa Richardson ..... **Admissions Secretary**
A.A.S. Stanly Community College

Miriam Lee Runyon ..... **Administrative Assistant to the Vice President of Instruction**
B.A. West Virginia University

Marlene Saunders .. **Director of Cooperative Education/Instructor**
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M.A. Economics/Business Appalachian State University

Russell Sharples ..... **Program Developer**
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M.A. UNC-Greensboro

Barbara Slater ..... **Assistant Systems Administrator Computer Operator/Accounts Receivable**
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Accounting Diploma, Gates Business College
B.S. Gardner-Webb College

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B.S. Gardner-Webb College

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CPS

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M.Ed. UNC-Charlotte
Ed.D. NC State University

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M.B.A. Ohio State University

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Lonnie Swanner ..... **Dean for Continuing Education**
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B.G.S. University of South Carolina
M.S. North Carolina A and T State University

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Ed.D. UNC-Greensboro

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B.S. Pfeiffer College

Homer Tindall ..... Maintenance

Daisy Washington ..... JTPA Counselor and GED Test Administrator
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Barbara Wiggins ..... Faculty/Cooperative Education Secretary
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B.A. Pfeiffer College
B.S.N. UNC-Charlotte

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A.B. Pfeiffer College

Virginia Yandle ..... Library Assistant

Karen Yerby ..... Counselor
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M.A.Ed. East Carolina University

Carol Yow ..... Secretary — Planning and Resource Development
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B.S. Emory University

ANSON-STANLY COMMUNITY COLLEGE

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B.S. UNC-Charlotte
B.A. UNC-Charlotte

Elma Jean Beatty ... Program Director — Literacy/JTPA Programs
B.A. Newberry College
M.A. Appalachian State University

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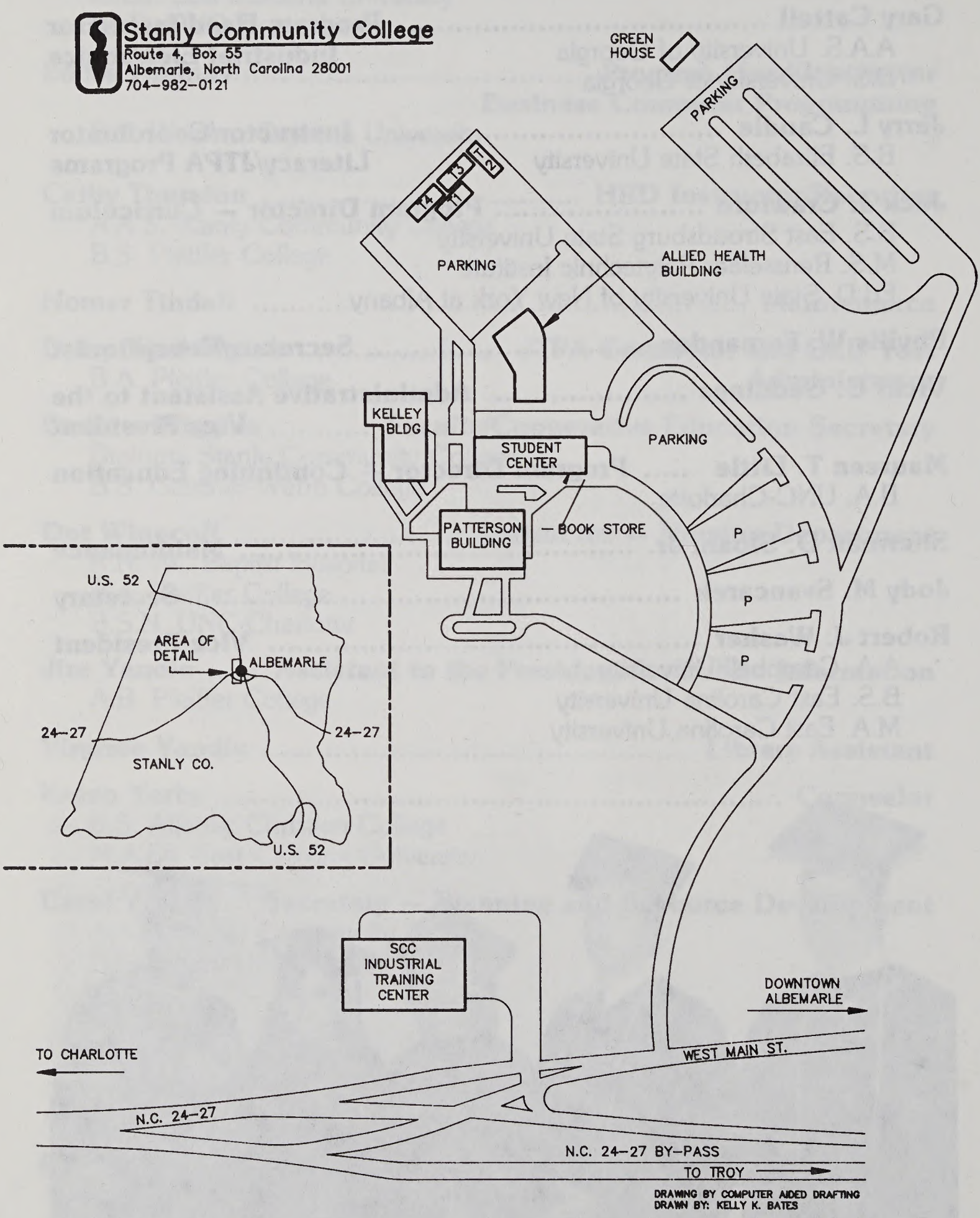
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